

FACE SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

AUG 19 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

AUG 19 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare
 (Agency)

Dated: August 19, 1955

By: George K. Wyman
 Director
 (Title)

FILED

in the Office of the Secretary of State
 of the State of California

AUG 19 1955

At 2:45 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By: [Signature]
 Assistant Secretary of State

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August 19, 1955

(W&IC 115, 116)

DEPARTMENT BULLETIN NO. 523 (STAT)

TO: COUNTY WELFARE DEPARTMENTS
 COUNTY BOARDS OF SUPERVISORS
 COUNTY AUDITORS

Subject: Study of ANC Absent Father
 Cases Discontinued During
 September and October 1955

As announced previously, all states are being required by the Social Security Administration to participate in a study of certain Aid to Dependent Children absent father cases discontinued during a two-month period.

Accordingly, all counties shall report on all ANC family cases discontinued during September and October 1955 (1) because an absent father returned to the home, and (2) because of increased support from an absent father. The required information shall be reported on Forms Temp 373 and Temp 374, respectively, in accordance with "Instructions for Form Temp 373, Case Closed Because Formerly Estranged Father Returned to Family" and "Instructions for Form Temp 374, Case Closed Because of Increased Support for Absent Father." The cases to be included are specified in these instructions.

The term "ADC" which appears throughout the schedule and instructions refers to ANC family cases. The federal terminology was left almost completely unchanged in order to expedite reproduction of the material.

A supply of schedules and instructions is being sent to each county.

Questions regarding the study and schedules should be directed to the State Department of Social Welfare, Bureau of Research and Statistics.

The completed schedules shall be sent to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, to reach this office not later than November 25, 1955. However, the department recommends that, wherever possible, schedules be sent in time to reach Sacramento as follows:

- (a) On cases discontinued in September -- by October 15, 1955.
- (b) On cases discontinued in October -- by November 15, 1955.

This bulletin shall cease to be effective after December 31, 1955.

Very truly yours,

George K. Wyman
 Director

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

FINDING OF EMERGENCY FOR DEPARTMENT BULLETIN (OAS)

The regulations in Department Bulletin (OAS) of 8/19/55, re: Eligibility of Certain Non-Citizens, are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare, within the meaning of Section 11421 (b) of the Government Code. Notice and public procedure thereon are impracticable, unnecessary and contrary to the public interest. The facts constituting the emergency are:

Chapter 1926, Statutes of 1955 adds a new provision to the Welfare and Institutions Code which becomes effective September 7, 1955. Under its provisions some noncitizens of the United States will be eligible to apply for and receive Old Age Security. In order that the new provisions of the law may be defined and implemented by the effective date of the law, it is necessary that these rules be adopted and issued to the various county welfare departments prior to September 7. Otherwise persons whom the law is designed to benefit will be disadvantaged.

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GEORGE K. WYMAN
DIRECTOR

(WADC 115, 116)

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 22, 1955

DEPARTMENT BULLETIN NO. 522 (STAT)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Special Social Data
Reporting on Non-citizens
Approved for OAS

A study is being conducted to provide the Legislature, the department, and the counties with information on the effect of the change in law (AB 2255) which enables certain noncitizens to become eligible for Old Age Security.

The study is designed to determine:

1. The number of noncitizens who are granted aid under the change in law.
2. The increase in cost of the program resulting therefrom.
3. Characteristics of the noncitizen recipients, e.g., age, racial origin or ancestry, resources, and prior sources of support.

Old Age Security Permanent Sample Schedules (Form AG 251) shall be submitted on all new applications of noncitizens approved for OAS through June 30, 1956.

These Forms AG 251 shall be completed in accord with Manual Sections A-1615 and A-1620, except as follows:

1. Reason Schedule Prepared: Check New Application (Code 2) and write in "N/C" (for noncitizen) immediately following the code number.
2. Race: When Codes 1-4 are not applicable, check "Other" (Code X) and write in a description of the race or ancestry of the noncitizen, e.g., Japanese, Korean, Burmese.

A supply of schedules is being sent to each county. Questions regarding the study and schedules should be directed to the Bureau of Research and Statistics in Sacramento.

Send completed schedules, as soon as approval action has been taken, to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, California.

This bulletin shall cease to be effective after June 30, 1956.

Very truly yours,

George K. Wyman

George K. Wyman
Director

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S-130 INTRODUCTION - MONTHLY STATISTICAL REPORTS ON
AID TO NEEDY CHILDREN, FORMS CA-237-FG AND CA 237-BHI

S-130

Two separate forms are provided for reporting ANC as follows:

1. Form CA 237-FG -- Aid to Needy Children - Family Groups. Report on this form activity in connection with the application process and payment of ANC to children living in their own homes or with relatives, i.e., in family groups, regardless of the children's eligibility for federal participation. These children meet the requirements for claiming on the Aid to Needy Children Payroll (Form CA 801).
2. Form CA 237-BHI -- Aid to Needy Children - BHI. Report on this form activity in connection with the application process and payment of ANC to children who are living in boarding homes or institutions, i.e., whose living arrangements meet the requirements for claiming on the Aid to Needy Children Payroll for Children in Boarding Homes and Institutions (Form CA 801 - BHI).

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Statistical

PUBLIC ASSISTANCE

S-130

S-130 (Continued)

S-130

Unit of Count

Form CA 237-FG -- In this report the unit of count is the family group in all items of Part A, Part B, and Column 1 of Part C. In these items report only those actions that affect the status of the entire family group. The unit of count is the individual child for all items in Column 2, Part C.

A family group, for the purposes of this report, consists of a family budget unit. Brothers and sisters living with different relatives or legal guardians are to be reported as separate family groups.

Form CA 237-BHI -- In this report the unit of count for all items in Parts A, B, and C is the individual child.

Organization of ANC Reports

Each report is divided into four parts as follows:

- A. Requests for Aid (Sec. S-132).
- B. Applications and Requests for Restoration (Sec. S-134).
- C. Cases (Sec. S-136).
- D. Obligations Incurred (Sec. S-138).

(For detailed instructions on counts to be included in each part see the manual sections referred to above.)

Within each part, except Part D, items provide for reporting the workload brought forward from the preceding month, the workload added during the current month, disposition of workload during the current month and the remainder that will be carried forward to next month. In Parts A and B one item under disposition represents the segment of the workload that is moving into the next part of the report and it must agree with the designated item, or items, in the next part, e.g., Items 4a and 7 (Col. 1).

Items designated by numbers add or subtract downward, e.g., Item 1 plus 2 equals Item 3, and Item 3 minus Item 4 equals Item 5.

Items designated by letters of the alphabet always add upward to a total and each of the lettered items represents a breakdown of the total count in the numbered item immediately above. For example, Item 9 gives the total number of applications disposed of during the month and a, b, and c under Item 9 give counts to show how many of these were granted (a), denied (b), or withdrawn (c).

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S-130

PUBLIC ASSISTANCE

Statistical

S-130 (Continued)

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When to Report Actions

Statistical counts listed below are to be reported according to the month in which the county board of supervisors, or its agent, takes the official action, not the month in which the action affects the payroll, unless these months are the same:

1. New applications and reapplications granted or denied.
2. Requests for restoration granted or denied.
3. Restorations granted after case is discontinued for one or two months to adjust for an overpayment.
4. Discontinuances.

Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid. For example, a child who will reach his 18th birthday in October is discontinued by official action in September, effective October 31; the discontinuance is reported in October.

Board of Supervisors

In these instructions the term "board of supervisors" shall be construed to include the duly authorized agent of the board of supervisors.

Definition of Current Month and Last Month

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the current month will be referred to as "last month."

Transfers Between ANC-FG (Form CA 237-FG) and ANC-BHI (Form CA 237-BHI)

On each of the two ANC reports provision is made for transferring cases from one report to the other at two different points, as follows:

1. Application (Part B) - To accommodate changes in living arrangement between the date the application or request for restoration is signed and the date ANC is granted, or to correct for errors in the original determination, two items (Items 6b and 6c) are provided in Part B for transferring the child (children) from one report to the other. While it is sometimes difficult to determine at the point the application or request for restoration is signed whether the child (children) will be living in a boarding home or institution or in a family group, every effort should be made to make an accurate determination in order to keep entries in these items to a minimum.
2. Active ANC cases (Part C) - ANC cases receiving ANC in one type of living arrangement may be moved to another type of living arrangement, requiring the transfer of the case, or part of the case, from one ANC report to the other. Such transfers are to be reported in Items 12e and 14a and are not to be confused with transfers occurring before the receipt of ANC (see "1" above).

(W&IC 115, 116)

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Statistical

PUBLIC ASSISTANCE

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S-134 PART B - APPLICATIONS AND REQUESTS FOR RESTORATION
FORMS CA 237-FG AND CA 237-BHI

S-134

This section is designed to report the movement of applications and requests for restoration.

Column 1, Applications: Report new applications and reapplications, excluding applications for transfer of active ANC cases from another county.

Column 2, Requests for Restoration: Report all requests for restorations received by the county except as noted below for Form CA 237-FG. Exclude restorations granted after discontinuance of one or two months to adjust for an overpayment.

On Form CA 237-FG, report only applications or requests for restoration for an entire family group, i.e., excluding those for an additional child (children) if other members of the family group are receiving ANC or an application or restoration is in process.

Applications or requests for restoration erroneously denied in a prior month shall be included in the current month count as an adjustment in Item 6 and as granted in Item 9a.

Item 6. Brought Forward from Last Month - Compute this figure by adding the entries in Items 6a and 6b and subtracting Item 6c from the resulting figure, i.e., Item 6a plus Item 6b minus Item 6c.

Item 6a. Item 10 Last Month or Explain - Enter the number of applications (Column 1) or requests for restoration (Column 2) previously received which had not been disposed of by the end of last month.

If Item 10 of last month's report was in error, the correct figure shall be shown in Item 6a, and an explanation of the correction shall be made in a footnote.

Item 6b. Transfers from ANC-BHI (ANC-FG), Part B.

On each report use this item for entering the number of applications or requests for restoration that are being transferred from Part B of the other ANC statistical report. Exclude ANC cases that have been receiving ANC in one living arrangement, e.g., boarding home, and are now being moved to the other type, e.g., family group.

Item 6c. Transfers to ANC-BHI (ANC-FG), Part B.

On each report use this item for entering the number of applications or requests for restoration that are being transferred to Part B of the other ANC statistical report. Exclude ANC cases that have been receiving ANC in one living arrangement, e.g., family group, and are now being moved to the other type, e.g., boarding home.

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S-134 (Continued)		S-134

- Item 7. Received During Month - Enter the number of applications or requests for restoration for ANC received during the current month. In Column 1 this entry must agree with Item 4a.
- In family groups, if an application or request for restoration was received for a group of children but the children were placed in two or more family budget units by the time aid was granted, show the additional family unit(s) in the report for the month in which ANC is granted, as an inventory adjustment in Item 6a.
- Item 8. Total - Enter the sum of Items 6 and 7.
- Item 9. Disposed of During Month - Enter the sum of Items 9a, 9b, and 9c.
- Item 9a. Granted - Enter the number of applications (Column 1) and requests for restoration (Column 2) which were granted during the current month regardless of the beginning date of ANC. The entry in Column 1 must equal the sum of Items 12a and 12b; the entry in Column 2 must equal Item 12c.
- Item 9b. Denied - Enter the number of applications (Column 1) and requests for restoration (Column 2) which were denied during the current month.
- Item 9c. Withdrawn - Enter the number of applications (Column 1) and requests for restoration (Column 2) which were withdrawn by the applicant during the current month. If the application or request for restoration is withdrawn but the county takes denial action, the case is to be reported in Item 9b, Denied.
- Item 10. Pending at End of Month - Enter the number of pending applications (Column 1) and pending requests for restoration (Column 2), including those received in the current month, which had not been disposed of (granted, denied, or withdrawn) by the end of the current calendar month. This item is the sum of Items 10a, 10b, 10c, and 10d and is also equal to Item 8 minus Item 9.
- Item 10a. Signed in Current Month - Enter the number of applications (Column 1) and requests for restoration (Column 2) that were signed in the current month and were still pending at the end of the month. The entry in this item must be equal to, or less than, the entry in Item 7 for this month.
- Item 10b. Signed last month - 1st to 15th inclusive. (The sum of the entries in these two items must not exceed the entry in Item 10a on last month's report.)
- Item 10c. Signed last month - 16th to end of month.
- Item 10d. Signed prior to last month - The entry in this item must not exceed the sum of the entries in Items 10b, 10c, and 10d on last month's report.

(W&IC 115, 116)

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S-136 PART C - CASES, FORMS CA 237-FG AND CA 237-BHI
 (Subsections 12c and 12d only)

S-136

- Item 12c. Restorations - Written Request---Enter the number of written requests for restoration granted during the current month, regardless of the effective date. (Restoration is reinstatement of a case within 12 months after discontinuance.) Exclude restorations granted after discontinuance of one or two months to adjust for an overpayment. On Form CA 237-FG, Column 1, this item must agree with Item 9a, Column 2; on Form CA 237-BHI this item must agree with Item 9a, Column 2.
- Item 12d. Restorations - Overpayment Adjustment - Enter the number of restorations granted after discontinuance of one or two months to adjust for an overpayment and on which the county did not require a written request for restoration.

S-160 MONTHLY REPORT ON PUBLIC ASSISTANCE REINVESTIGATIONS
 OAS, ANB, APSB, ANC

S-160

The Monthly Statistical Report on Public Assistance Reinvestigations, Form DPA 10, is designed for reporting the status of annual redeterminations of eligibility, i.e., reinvestigations, for OAS, ANB, APSB, and ANC. Separate columns are provided for reporting on OAS and ANC; ANB and APSB are combined under Aid to the Blind. All ANC cases are included in the ANC column, whether the children are in family groups or in boarding homes or institutions. For OAS and ANB report all reinvestigations regardless of the method of payment, i.e., whether for cases receiving OAS/ANB (Direct) or OAS/ANB (Vendor).

For OAS, ANB, and APSB each individual is counted as a case. For ANC, the case count is determined by the number of Forms CA 200 Part Two which are due or completed under county procedure.

Reinvestigations completed at the time of restoration of assistance are to be included in this report if the required redetermination of eligibility form, i.e., a Form Ag, Bl 206 or CA 200 Part Two checked "redetermination" is completed and signed on the reverse by the case worker or other authorized person. Such reinvestigations should be reported as due and completed in the month in which the case is restored.

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the "current" month will be referred to as "last month."

(W&IC 115, 116)

These regulations are designated to be effective thirty days after filing with the Secretary of State.

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Statement of "Finding of Emergency"

The Revisions in Sections F-560 and F-730 constitute emergency rules, the adoption of which is necessary for the immediate preservation of the general welfare within the meaning of Section 11421 (b) of the Government Code and shall go into effect on September 7, 1955. The facts constituting such emergency are as follows:

During its 1955 session, the legislature enacted Chapter 1710 which becomes operative on September 7, 1955. This enactment provides for increased reimbursement by the state to County Welfare Agencies for Aid to Needy Children in Boarding Homes and Institutions. The increase provides for state reimbursement up to \$45.00 and changes the maximum state basis from \$60.00 to \$67.50.

In order that the agencies affected by this legislation may submit claims for the increase amounts and in accord with other requirements of law, it is necessary that the proposed manual revisions be in effect not later than September 7, 1955.

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Fiscal GOVERNMENTAL PARTICIPATION F-560

F-560 CHARTS OF FINANCIAL PARTICIPATION IN GRANTS OF AID F-560

Old Age Security

PERIOD COVERED	MAXIMUM GRANT	MAXIMUM FEDERAL BASIS	RATIO OF PARTICIPATION		
			FEDERAL SHARE	STATE SHARE	COUNTY SHARE
10/1/55 thru	\$85	\$55	1/2 up to \$55, plus \$7.50	6/7 of Remainder	1/7 of Remainder
10/1/52 thru 9/30/55	80	55	1/2 up to \$55, plus \$7.50	6/7 of Remainder	1/7 of Remainder
7/1/50 thru 9/30/52	75	50	1/2 up to \$50, plus \$5	6/7 of Remainder	1/7 of Remainder
1/1/49 thru 6/30/50	75	50	1/2 up to \$50, plus \$5	Remainder	None
10/1/48 thru 12/31/48	65	50	1/2 up to \$50, plus \$5	6/7 of Remainder	1/7 of Remainder
8/1/47 thru 9/30/48	60	45	1/2 up to \$45, plus \$2.50	6/7 of Remainder	1/7 of Remainder
10/1/46 thru 7/31/47	55	45	1/2 up to \$45, plus \$2.50	5/6 of Remainder	1/6 of Remainder
7/1/43 thru 9/30/46	50	40	1/2 up to \$40	5/6 of Remainder	1/6 of Remainder
1/1/40 thru 6/30/43	40	40	1/2 up to \$40	1/2 of Remainder	1/2 of Remainder
4/1/36 thru 12/31/39	35	30	1/2 up to \$30	1/2 of Remainder	1/2 of Remainder
9/15/35 thru 3/31/36	35	0	None	1/2 of Grant	1/2 of Grant
1/1/30 thru 9/14/35	30	0	None	1/2 of Grant	1/2 of Grant

Regular cases (Code R) - Shares are computed according to the chart.

Nonfederal cases (Code X) - The state and county participate in the total amount of the grant up to the maximum grant according to their respective ratios.

Noncounty cases (Code N) - The state pays the remainder of the grant after deducting the federal share.

Noncounty, nonfederal cases (Code S) - The state pays the total amount of the grant.

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F-560

GOVERNMENTAL PARTICIPATION

Fiscal

F-560 (Continued)

F-560

Aid to Needy Blind

PERIOD COVERED	MAXIMUM GRANT	MAXIMUM FEDERAL BASIS	RATIO OF PARTICIPATION		
			FEDERAL SHARE	STATE SHARE	COUNTY SHARE
10/1/55 thru	\$95	\$55	1/2 up to \$55, plus \$7.50	3/4 of Remainder	1/4 of Remainder
10/1/52 thru 9/30/55	90	55	1/2 up to \$55, plus \$7.50	3/4 of Remainder	1/4 of Remainder
7/1/50 thru 9/30/52	85	50	1/2 up to \$50, plus \$5	3/4 of Remainder	1/4 of Remainder
1/1/49 thru 6/30/50	85	50	1/2 up to \$50, plus \$5	Remainder	None
10/1/48 thru 12/31/48	80	50	1/2 up to \$50, plus \$5	3/4 of Remainder	1/4 of Remainder
10/1/47 thru 9/30/48	75	45	1/2 up to \$45, plus \$2.50	3/4 of Remainder	1/4 of Remainder
3/1/47 thru 9/30/47	65	45	1/2 up to \$45, plus \$2.50	1/2 of Remainder	1/2 of Remainder
10/1/46 thru 2/28/47	60	45	1/2 up to \$45, plus \$2.50	1/2 of Remainder	1/2 of Remainder
9/15/45 thru 9/30/46	60	40	1/2 up to \$40	1/2 of Remainder	1/2 of Remainder
1/1/40 thru 9/14/45	50	40	1/2 up to \$40	1/2 of Remainder	1/2 of Remainder
7/1/36 thru 12/31/39	50	30	1/2 up to \$30	1/2 of Remainder	1/2 of Remainder
8/14/29 thru 6/30/36	50	0	None	1/2 of Grant	1/2 of Grant

Regular cases (Code R) - Shares are computed according to the chart.

Nonfederal cases (Code X) - The state and county participate in the total amount of the grant up to the maximum grant according to their respective ratios.

Noncounty cases (Code N) - The state pays the remainder of the grant after deducting the federal share.

Noncounty, nonfederal cases (Code S) - The state pays the total amount of the grant.

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FISCAL GOVERNMENTAL PARTICIPATION F-560
F-560 (Continued) F-560

Aid to Partially Self-supporting Blind Residents

PERIOD COVERED	MAXIMUM GRANT	RATIO OF PARTICIPATION*	
		STATE SHARE	COUNTY SHARE
10/1/55 thru	\$95	5/6 of Grant	1/6 of Grant
10/1/52 thru 9/30/55	90	5/6 of Grant	1/6 of Grant
2/1/49 thru 9/30/52	85	5/6 of Grant	1/6 of Grant
10/1/47 thru 1/31/49	75	5/6 of Grant	1/6 of Grant
3/1/47 thru 9/30/47	65	1/2 of Grant	1/2 of Grant
9/15/45 thru 2/28/47	60	1/2 of Grant	1/2 of Grant
7/1/41 thru 9/14/45	50	1/2 of Grant	1/2 of Grant

*There are no Regular (Code R) or Non-county (Code N) cases as there is no federal participation in APSB.

Non-federal cases (Code X) - State and county shares are computed according to the chart.

Non-county, non-federal cases (Code S) - The state pays the total amount of the grant.

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F-560

GOVERNMENTAL PARTICIPATION

FISCAL

F-560 (Continued)

Aid to Needy Children (Voucher)

F-560

DO NOT WRITE IN THIS SPACE

PERIOD COVERED	MAXIMUM STATE BASIS*		MAXIMUM FEDERAL BASIS	RATIO OF PARTICIPATION		
	REGULAR CASES	NON-FEDERAL CASES		FEDERAL SHARE	STATE SHARE	COUNTY SHARE
10/1/52 thru	1 child \$111 2 children 162 3 children 207 4 children 246 5 children 279 6 children 306 7 children 327 8 children 342 9 children 351 plus \$6 for each additional ANC child in family budget unit, not to exceed maximum of \$387.	Same as Regular Cases	\$30 for needy relative, \$30 for first ANC child, \$21 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis, plus \$4.50 for needy relative and \$4.50 for each child.	2/3 of remainder	1/3 of remainder
10/1/51 thru 9/30/52	1 child \$105 2 children 153 3 children 195 4 children 231 5 children 261 6 children 285 7 children 303 8 children 315 9 children 321 plus \$3 for each additional ANC child in family budget unit, not to exceed maximum of \$339.	Same as Regular Cases	\$27 for needy relative, \$27 for first ANC child, \$18 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis, plus \$3 for needy relative and \$3 for each child.	2/3 of remainder	1/3 of remainder
10/1/50 thru 9/30/51	\$16.50 for needy relative, \$88.50 for first ANC child, \$48 for each additional ANC child in family budget unit.	\$72 for first ANC child, \$36 for each additional ANC child in family budget unit.	\$27 for needy relative, \$27 for first ANC child, \$18 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis, plus \$3 for needy relative and \$3 for each child.	2/3 of remainder	1/3 of remainder
10/1/48 thru 9/30/50	\$88.50 for first ANC child, \$48 for each additional ANC child in family budget unit.	\$72 for first ANC child, \$36 for each additional ANC child in family budget unit.	\$27 for first ANC child, \$18 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis, plus \$3 for each child.	2/3 of remainder	1/3 of remainder
10/1/47 thru 9/30/48	\$85.50 for first ANC child, \$45 for each additional ANC child in family budget unit.	\$72 for first ANC child, \$36 for each additional ANC child in family budget unit.	\$24 for first ANC child, \$15 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis, plus \$1.50 for each child.	2/3 of remainder	1/3 of remainder
10/1/46 thru 9/30/47	\$36 for first ANC child, \$31.50 for each additional ANC child in family budget unit.	\$22.50 for each child.	\$24 for first ANC child, \$15 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis, plus \$1.50 for each child.	2/3 of remainder	1/3 of remainder
1/1/40 thru 9/30/46	\$31.50 for first ANC child, \$28.50 for each additional ANC child in family budget unit.	\$22.50 for each child.	\$18 for first ANC child, \$12 for each additional ANC child in family budget unit.	1/2 up to maximum federal basis.	2/3 of remainder	1/3 of remainder
10/1/39 thru 12/31/39	\$28.50 for first ANC child, \$26.50 for each additional ANC child in family budget unit.	\$22.50 for each child.	\$18 for first ANC child, \$12 for each additional ANC child in family budget unit.	1/3 up to maximum federal basis	2/3 of remainder	1/3 of remainder
7/1/36 thru 9/30/39	\$20 for each ANC child in family budget unit.	\$20 for each child	\$18 for first ANC child, \$12 for each additional ANC child in family budget unit.	1/3 up to maximum federal basis.	1/2 of remainder	1/2 of remainder
Prior to 7/1/36	None.	\$10 for each child.	None.	None.	Total grant	None.

*Any amount paid over the maximum state basis is county supplemental aid.

Regular Cases (Code R) - Federal, state, and county shares are computed according to the chart. Exclude county supplemental aid.

Non-federal Cases (Code X) - The state and county participate in the total amount of the grant (excluding county supplemental aid) according to their respective ratios.

Non-county Cases (Code N) - The state pays the remainder of the grant (excluding county supplemental aid) after deducting the federal share.

Non-county, non-federal Cases (Code S) - The state pays the total amount of the grant (excluding county supplemental aid).

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

FISCAL

GOVERNMENTAL PARTICIPATION

F-560

F-560 (Continued)

F-560

Aid to Needy Children (Boarding Homes and Institutions)

PERIOD COVERED	MAXIMUM STATE BASIS*	RATIO OF PARTICIPATION	
		STATE SHARE	COUNTY SHARE
9/7/55 thru	\$67.50 for each child.	2/3 of grant	1/3 of grant
10/1/51 thru 9/6/55	\$60 for each child.	2/3 of grant	1/3 of grant
10/1/47 thru 9/30/51	\$72 for first child in a boarding home, \$36 for each additional child in the boarding home, \$36 for each child in an institution.	2/3 of grant	1/3 of grant
10/1/39 thru 9/30/47	\$22.50 for each child.	2/3 of grant	1/3 of grant
7/1/36 thru 9/30/39	\$20 for each child.	1/2 of grant	1/2 of grant
Prior to 7/1/36	\$10 for each child.	Total amount of grant	None

*Any amount paid over the maximum state basis is county supplemental aid.

There are no Regular (Code R) or Non-county (Code N) cases as there is no federal participation in ANC payments made to children in boarding homes or institutions.

Non-federal cases (Code X) - State and county shares are computed according to the chart. Exclude county supplemental aid.

Non-county, non-federal cases (Code S) - The state pays the total amount of the grant (excluding county supplemental aid).

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420, 3432, 3472, 3480; FSSA)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-730,D (Continued)

F-730,D

2. BHI Aid Payrolls, Form CA 801-BHI

BHI Aid Payrolls do not include children eligible for federal participation.

The basis for state participation is \$67.50 or the amount of the charge for care for each individual child, whichever is the lesser. Payments for care of children made to an institution, a boarding home, a probation officer, or an agency to which the children are committed by the court shall be listed separately for each child on the payroll. In no case shall the state basis exceed the amount paid for the care of each individual child.

The basis for state participation shall be shown opposite each child's name on the payroll in either Column 5A, Non-Federal cases or Column 5B, Non-County-Non-Federal cases, as follows:

- a. Amounts for children having one or more years of county residence shall be entered in Column 5A.
- b. Amounts for children who do not have one year of county residence shall be entered in Column 5B.

(Section Continued on Next Page)

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CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-730 F,3 (Continued)

F-730

- b. If less than the maximum state basis is paid in advance to the relative for the full month, or if less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the claiming of the maximum reimbursement of state funds is divided between the voucher and BHI claims. The voucher claim should show the total amount paid to the relative and the regular bases for federal (if eligible for federal) and state participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for state participation should be only in an amount necessary to effect the maximum state reimbursement in both payments for the month, not to exceed the amount actually paid. If such transfers occur, the maximum state basis for family budget units applies (Sec. F-560), except that the basis for state participation on the BHI claim for the partial month shall not exceed \$67.50.

Example D - Transfer from relative to BHI. Full month paid in advance to relative less than maximum. A child living with the mother is receiving aid in the amount of \$86.00 a month. On January 16 the child is moved to a boarding home and the grant is decreased to \$65.00. On January 1 a warrant is issued to the mother for the full month in the amount of \$86.00. At the end of the month a warrant is issued to the boarding home for 16 days aid in the amount of \$33.55 ($16/31 \times \65.00). The total amount of \$86.00 paid to the mother is shown on the voucher claim as the basis for state participation. Only \$25.00 state basis (\$111 maximum state basis less \$86.00 allowed on the voucher claim) may be claimed on the BHI claim.

Example E - Transfer from relative to BHI. Partial month paid to relative in advance - less than maximum. A child living with the mother is receiving aid in the amount of \$66 a month. On January 6 the child is moved to a boarding home and the grant is decreased to \$60. This change is known in advance and on January 1 a warrant is issued to the mother for 5 days aid in the amount of \$10.65 ($5/31 \times \66). At the end of the month a warrant is issued to the boarding home for 26 days aid in the amount of \$50.32 ($26/31 \times \60). The total amount of \$10.65 paid to the mother is shown on the voucher claim as the basis for state participation. The total amount of \$50.32 paid to the boarding home is shown on the BHI claim as the basis for state participation, since the total of the two payments does not exceed the maximum of \$111 for the family budget unit, and the amount paid to the boarding home is within the BHI maximum of \$67.50.

Example F - Transfer from BHI to relative. Partial month paid to relative less than the maximum. Partial month paid to BHI over maximum. A child is living in a boarding home where aid is being paid at the rate of \$84 a month. On January 26 the child is moved to his mother's home where aid is granted in the amount of \$96.00 a month effective January 26. Two warrants are issued, one to the boarding home for 25 days aid in the amount of \$67.74 ($25/31 \times \84) and one to the mother for 6 days aid in the amount of \$18.58 ($6/31 \times \96.00). The total amount of the payment of \$18.58 made to the mother is shown on the voucher claim as the basis for state participation. Only \$67.50 state basis may be claimed on the BHI claim, since the warrant amount of \$67.74 exceeds the BHI maximum of \$67.50.

These regulations are designated to be effective September 7, 1955.

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GEORGE K. WYMAN
DIRECTORCONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)GOODWIN J. KNIGHT
GOVERNORSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 19, 1955

(W+SC 103, 103.1, 2140, 2160.4)

DEPARTMENT BULLETIN NO. 521 (OAS)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORSSubject: Eligibility of Certain
Non-Citizens

Chapter 1926, Statutes 1955 (AB 2255) adds Welfare and Institutions Code Section 2160.4 which provides as follows:

"2160.4 Notwithstanding any provision of Subdivision (b) of Section 2160 to the contrary, aid shall be granted to any person who, because of race or national origin, was ineligible to citizenship prior to December 24, 1952, and who has lived in the United States continuously for twenty-five years at time of making application, if he satisfies the other requirements of the law; provided, however, that this section shall not be construed to authorize the granting of aid to any person who has committed an overt act against the Government of the United States nor to any person who had not attained the age of 60 years on or before December 24, 1952."

Prior to the enactment of Public Law 414, effective December 24, 1952, Japanese, Burmese and Koreans, who were aliens by birth, were considered racially ineligible to citizenship in the United States. Public Law No. 414 provides that the right to become a citizen of the United States shall not be denied because of race, sex, or marriage. Since December 24, 1952, persons racially ineligible to citizenship prior to that date can become naturalized citizens. However, some persons who were racially ineligible to citizenship until December 24, 1952, and who at that time were 60 years of age or over, have not been able, for one reason or another, to take the necessary actions to become citizens. AB 2255 waives the citizenship requirement of the Old Age Security Law for any such person who has lived in the United States for twenty-five years before application, and has not committed an overt act against the United States.

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CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A. ELIGIBILITY REQUIREMENTS

A person shall be a citizen of the United States to be eligible for OAS. Exception: The requirement of citizenship is waived if the alien applicant meets all of the following qualifications:

1. Was ineligible to citizenship immediately prior to December 24, 1952, because of race or national origin, i.e., alien Japanese, Koreans, Burmese;
2. Has lived in the United States continuously for twenty-five years prior to making application for OAS;
3. Attained the age of 60 on or before December 24, 1952;
4. Has not committed an overt act against the Government of the United States.

B. PERSONS INELIGIBLE TO CITIZENSHIP PRIOR TO DECEMBER 24, 1952

The law which was in effect immediately prior to December 24, 1952, and which made certain persons ineligible to citizenship by reason of race was the Nationality Act of 1940, as amended. Section 303 of that Act as amended by 60 Stat. 416, and 64 Stat. 385, provided as follows:

"Sec. 303 (a) The right to become a naturalized citizen under the provisions of this Act shall extend only to ---

"(1) white persons, persons of African nativity or descent, and person who are descendants of races indigenous to the continents of North or South America or adjacent islands and Filipino persons or persons of Filipino descent;

"(2) persons who possess, either singly or in combination, a preponderance of blood of one or more of the classes specified in clause (1);

"(3) Chinese persons and persons of Chinese descent, and persons of races indigenous to India; and

"(4) persons who possess, either singly or in combination, a preponderance of blood of one or more of the classes specified in clause (3) or, either singly or in combination, as much as one-half blood of those classes and some additional blood of one of the classes specified in clause (1).

"(5) Guamanian persons and persons of Guamanian descent."

All restrictions as to race or national origin were removed as of December 24, 1952. Accordingly, Chapter 1926 of the Statutes of 1955 (AB 2255) applies to all persons who did not have the right to become naturalized citizens under the above quoted law.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C. VERIFICATION OF "NON-CITIZEN" ELIGIBILITY

In the absence of evidence to the contrary, the applicant's sworn statement on the Form Ag 200-c, Application supplement for Non-Citizens, is adequate proof that:

1. The applicant was ineligible to citizenship immediately prior to December 24, 1952, because of race or national origin,

AND

2. The applicant has not committed an overt act against the United States Government.

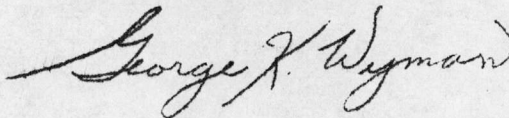
Verification that the applicant has been physically present in the United States continuously for twenty-five years prior to application shall be made in accord with the provisions of Sec. A-512, Verification of Length of Residence. An applicant who left the United States during this period, even though with intent to retain residence here, is disqualified. (Applicants having "non-citizen" eligibility must also meet the California residence requirement - see Sec. A-500.)

Verification that the applicant attained the age of 60 on or before December 24, 1952, shall be made in accord with the provisions governing verification of age in the Age Chapter of the manual.

Each non-citizen is required to have in his possession an Alien Registration card. That card will provide information as to the individual's place of origin but not his race. It will also indicate the period of time since last legal entry on a permanent basis or since a temporary entry permit was made permanent.

In the event that the assistance of the Immigration and Naturalization Service is needed, regarding individual cases, inquiry should be directed to the District Headquarters Office of the Service at 630 Sansome Street, San Francisco.

Very truly yours,



George K. Wyman
Director

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL PUBLIC ASSISTANCE S-190

S-190 (Continued) FORM AG 253-D S-190

State of California FORM AG 253-D	Department of Social Welfare
OLD AGE SECURITY (DIRECT) Monthly Statistical Report on REASONS FOR DISCONTINUANCE	COUNTY _____ REPORT FOR THE MONTH OF _____, 19__

REASON FOR DISCONTINUANCE	CODE	NUMBER OF CASES
Grand Total: Cases discontinued during the month (as reported on Form Ag 237-D).....		
Death (Exclude deaths/transfer cases reported under Code 98).....	99	
Death - Transferred from OAS (Vendor) to OAS (Direct).....	98	
Transferred from OAS (Direct) to OAS (Vendor).....	96	
Transfers to other counties.....	89	
Adjustment for overpayment.....	69	
Sub-Total: Cases discontinued for reasons listed below (Codes 01 through 50).....		
INCOME REASONS:		
Earnings of Recipients:		
-County assisted in job placement.....	01	
-Recipient found own employment.....	02	
Earnings or other resources of spouse.....	03	
Contributions from adult children.....	04	
Monthly income from real property.....	05	
Recurring lump sum income.....	06	
Old Age and Survivors Insurance.....	07	
Railroad retirement benefit.....	08	
Military pension or benefit.....	09	
Civil pension or annuity.....	10	
Other income.....	11	
PROPERTY REASONS:		
Increased real property holdings.....	20	
Increased assessment of real property.....	21	
Refuses to comply with real property utilization requirements.....	22	
Increased personal property holdings.....	23	
OTHER REASONS:		
Admitted to public TB or mental hospital or in other public medical institution because diagnosed as TB or psychotic.....	29	
Patient in county infirmary (custodial care).....	31	
Inmate of other public institution.....	32	
Accepted for ANB or APSB.....	33	
Loss of state residence.....	34	
Whereabouts unknown.....	35	
Discontinuance requested by recipient; no reason given for request.....	36	
Change in state law or policy (Do not use unless instructed by SDSW):		
	40	
	41	
	42	
Other.....	50	

Signature of reporting officer	Title	Date
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Submit two copies to Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, not later than the 18th of the month following the report month.

Form Ag 253-D, Revised September 1955

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Fiscal

GOVERNMENTAL PARTICIPATION

F-570

F-570 CALCULATION OF GOVERNMENTAL SHARES IN AID PAYMENTS

F-570

The following detail for federal, state, and county sharing in individual cases is provided for informational purposes only. In claiming, the participating shares are not computed for individual cases but in totals only for each monthly claim.

A. FEDERAL SHARE

In OAS and ANB, the maximum basis for federal participation in the current formula period beginning October 1, 1952, is \$55. The maximum federal share is \$35. (For prior federal formulae periods see Sec. F-560.) The formula for computing the federal share in individual OAS and ANB grants is: 1/2 the amount paid, not counting excess over \$55, plus \$7.50.

Example A - OAS grant \$85 or ANB grant \$95
Computation of federal share: $(1/2 \times \$85) \text{ plus } \$7.50 = \$35.00$

Example B - OAS or ANB grant \$17
Computation of federal share: $(1/2 \times \$17) \text{ plus } \$7.50 = \$16.00$

Example C - OAS or ANB grant \$4
Computation of federal share: $(1/2 \times \$4) \text{ plus } \$7.50 = \$9.50$

In ANC when determining the maximum basis on which the federal share is computed, the total grant to a family budget unit is considered. In the current formula period beginning October 1, 1952, (see Sec. F-560 for prior periods) the maximum federal basis in each family budget unit is \$30 for one child plus \$21 for each additional child, plus \$30 for one needy eligible relative.

If there is one eligible child in a family budget unit and no needy eligible relative, the maximum basis for federal participation is \$30. If there is a needy eligible relative and one eligible child in the family budget unit, the maximum basis for federal participation is \$60. If there are two eligible children in the family budget unit and no needy eligible relative, the maximum basis for federal participation is \$51. If there is a needy eligible relative and two eligible children in the family budget unit, the maximum basis for federal participation is \$81, etc.

The formula for computing the federal share is: 1/2 the amount paid, not counting excess over \$30 for a needy eligible relative, \$30 for one child, and \$21 for each additional eligible child in the family budget unit, plus \$4.50 for each such eligible person.

Example D - One eligible child - grant \$111, federal basis \$30
Computation of federal share: $(1/2 \times \$111) \text{ plus } (1 \text{ person} \times \$4.50) = \$19.50$

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

F-570

GOVERNMENTAL PARTICIPATION

Fiscal

F-570 (Continued)

F-570

- Example E - Eligible relative and one eligible child - grant \$111, federal basis \$60 (\$30 for relative, \$30 for child).
Computation of federal share: $(1/2 \times \$60)$ plus $(2 \text{ persons} \times \$4.50) = \$39.00$
- Example F - Two eligible children, no eligible relative - grant \$162, federal basis \$51 (\$30 for first child and \$21 for second child).
Computation of federal share: $(1/2 \times \$51)$ plus $(2 \text{ persons} \times \$4.50) = \$34.50$
- Example G - Eligible relative and two eligible children - grant \$162, federal basis \$81 (\$30 for relative, \$30 for first child, \$21 for second child).
Computation of federal share: $(1/2 \times \$81)$ plus $(3 \text{ persons} \times \$4.50) = \$54.00$
- Example H - Three eligible children, no eligible relative - grant \$50, federal basis \$50 (federal basis can not exceed the amount of the grant).
Computation of federal share: $(1/2 \times \$50)$ plus $(3 \text{ persons} \times \$4.50) = \$38.50$
- Example I - Eligible relative and three eligible children - grant \$15, federal basis \$15
Computation of federal share: $(1/2 \times \$15)$ plus $(4 \text{ persons} \times \$4.50) = \$25.50$

B. STATE AND COUNTY SHARES

In OAS regular cases the state share is 6/7 and the county share 1/7 of the aid paid after deducting the federal share.

Example J - OAS grant	\$ 85.00
Less federal share.	35.00
	\$ 50.00
State share 6/7	42.86
County share 1/7.	7.14

In ANB regular cases the state share is 3/4 and the county share 1/4 of the aid paid after deducting the federal share.

Example K - ANB grant	\$ 95.00
Less federal share.	35.00
	\$ 60.00
State share 3/4	45.00
County share 1/4.	15.00

In APSB cases with county residence the state share is 5/6 and the county share 1/6 of the aid paid. There is no federal participation in APSB.

(Section Continued on Next Page)

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

Fiscal	GOVERNMENTAL PARTICIPATION	F-570
F-570 (Continued)		F-570

Example L - APSB grant	\$ 95.00
State share 5/6	79.17
County share 1/6	15.83

In ANC regular cases, within the state maximums, the state share is 2/3 and the county share 1/3 after deducting the federal share.

Example M - ANC grant (excluding county supplemental)	\$ 162.00
Federal share (See Example G)	54.00
	<u>\$ 108.00</u>
State share 2/3	72.00
County share 1/3	36.00

In OAS, ANB, and ANC cases having the required county residence but not eligible for federal participation (Nonfederal cases), the state and county participate in the full grant (within the state maximums) in the ratios indicated above.

In OAS, ANB, and ANC cases eligible for federal participation but not having county residence (Noncounty cases), the state pays the full grant (within the state maximums) after deducting the federal share.

In OAS, ANB, and ANC cases ineligible for federal participation not having county residence and in all APSB cases not having county residence (Noncounty-Nonfederal cases), the state pays the full amount of the grant (within the state maximums).

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420, 3432, 3472, 3480; FSSA)

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

The following Department Bulletins are repealed:

- 485 Reconciliation of County Authorizations to Auditor's Payments as Claimed to SDSW
- 486 Special Time Study for March 1953
- 491 Standards of Acceptability for County-wide Compensation Plans
- 495 Amendment to Section 1523.5 of the Welfare and Institutions Code

These regulations are designated to be repealed effective October 1, 1955.

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FACE SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING
SEP 29 1955
Division of Administrative Procedure

ENDORSED
APPROVED FOR FILING
(Gov. Code Section 11380.1)
SEP 29 1955
Division of Administrative Procedure
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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare
(Agency)
Dated: September 28, 1955
By: *George R. Wymann*
Director
(Title)

FILED
in the Office of the Secretary of State
of the State of California

SEP 29 1955
At 3:50 o'clock P.M.
FRANK H. JORDAN, Secretary of State
By: *[Signature]*
Assistant Secretary of State
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V-313 CLEARANCE WHEN LOCAL FIRE INSPECTION UNAVAILABLE

V-313

Any boarding home for aged or children listed in Sec. V-310 for which no local fire inspection is available shall be referred to the appropriate district office of the State Fire Marshal in San Francisco, Sacramento or Los Angeles, for inspection and clearance. The request for inspection shall include the following information: name and address of foster parents or operator and directions for reaching the home; number of foster children or aged persons under care and any pertinent information about their physical condition; description of the building and any fire hazards noted.

These regulations are designated to become effective November 1, 1955.

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CONTINUATION SHEET
 R FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Department Bulletin No. 520 is designated to be repealed effective
 October 1, 1955.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

FINDING OF EMERGENCY FOR DEPARTMENT BULLETIN NO. 520 REV. (FISCAL)

The regulations contained in the above bulletin are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare, within the meaning of Section 11421 (b) of the Government Code. Notice and public procedure thereon are impracticable, unnecessary and contrary to the public interest. The facts constituting the emergency are:

Bulletin No. 520 was adopted by this Board on July 21, 1955, to become effective on September 7, 1955. Subsequent to its adoption, it was determined that a different method of reporting expenditures would be more advantageous. In order that this different method, as prescribed in Bulletin No. 520 Rev. (Fiscal), may be operative by October 1, 1955, when claims for state and federal funds under the amended law accrue, it is necessary that the bulletin be in effect by that date. Otherwise the processing of claims for state and federal funds would be delayed to the disadvantage of counties administering the program.

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STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

(W&IC 115, 116)

September 28, 1955

DEPARTMENT BULLETIN NO. 520 REV. (FISCAL)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORSSubject: Claiming for OAS and ANB
Patients in Public Medical
Institutions

Sections 2160, 2160.5 and 3044 of the Welfare and Institutions Code have been amended by Chapters 1719 and 1720, Statutes of 1955 (AB 3301 and 3302) which add Sections 2160.1, 2160.2, 2160.3 and 2160.4. Sections 2160.7 and 3044.1 are repealed, and cancel Fiscal Manual Section F-900, Claims for County Institutional Subvention. The amendments affecting OAS are effective October 1, 1955, while the amendments affecting ANB are effective September 7, 1955. For full text of amended law and regulations pertaining to payment of aid see Department Bulletins 516 and 517.

The amendments provide for payments to OAS and ANB patients in public medical institutions for personal and incidental expenses as well as payments to the institution for medical care rendered. The total of both payments shall not exceed the amount to which the recipient is currently eligible.

Payments shall be made to the recipient in advance and to the institution after the end of the month for which the care was rendered. In order to facilitate claiming the following rules apply.

Payments to recipients for personal and incidental expense shall be reported on the regular OAS and ANB claims and coded "V". If a recipient leaves the institution before the end of the month he will be entitled to receive the remainder of his grant and no payment for this recipient will be made to the institution for that month. He will not be considered a vendor recipient and the supplemental payment made to him will be reported in the same manner as increases to other recipients on the OAS or ANB payroll.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

forms: Vendor payments to the hospital shall be reported on the following claim

AB 800-V, Certification - Payments to Public Medical Institutions for OAS or ANB Recipients	(In triplicate)
AB 801-V, Payroll or Contra Roll - Payments to Public Medical Institutions - OAS or ANB	(1 copy)
AB 802-V, Claim Summary Sheet - Payments to Public Medical Institutions for OAS or ANB Recipients	(In triplicate)
AB 816, Schedule of Adjustments	(1 copy)
ABC 820 or 820A - Reconciliation Statement	(In triplicate)

Forms AB 800-V, Certification, and AB 802-V, Claim Summary Sheet, are self-explanatory and follow the same pattern as regular OAS and ANB claims. On the Certification an informational item has been added, i.e., Line 1 provides for reporting the number of recipients who received direct payments while in the institution and the total amount received. Since the warrant amounts and persons count for direct payments are included in the regular OAS or ANB claim these data are not used in computing the shares on the institution claim.

Form AB 816, Schedule of Adjustments, and ABC 820 or 820A, Reconciliation Statement, are used in these claims in the same manner as in regular OAS and ANB claims. When used in the claims for Payments to Public Medical Institutions they shall be identified accordingly. When making adjustments for these claims only the amount paid to the institution and the total excess are reported. In reconciling the institution claim to authorizations only that portion of the OAS or ANB grant to be paid to the institution should be used.

Form AB 801-V, Payroll or Contra Roll, is similar to the other OAS and ANB payroll form, AB 801, with the following exceptions:

1. A persons count column has been added. In this column a persons count of "1" shall be shown only opposite cases in which no direct payment was made to the recipient, i.e., the total OAS or ANB grant was paid to the institution. Since each eligible persons count has a monetary value of \$7.50 in computing the federal share, a persons count is eliminated in this claim in each case in which a direct payment is made to the recipient, because it is included in the regular OAS or ANB claim.
2. Both payments to the recipient and the institution shall be shown on the payroll, amount to recipient in Col. 4 (information only) and amount to institution in Col. 5. The total of both payments shall be shown in Col. 6 (information only). The excess of amounts in Col. 6 over \$55.00 shall be shown in Col. 7. Since there will be no excess in the direct payment to the recipient claimed on the regular OAS or ANB claim, the excess for the total of both payments must be reported on the institution claim.

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Payrolls may be arranged in either of the following orders:

1. In case number order with the names of the institution and recipient opposite each case number. If there is more than one institution listed, at the end of the payroll show the total amount paid to each institution and the warrant number or journal entry identification in Col. 8.
2. In alphabetical order by the name of the institution and list in case number order the recipients in that institution. Report after the name of each institution the total payment to that institution and the warrant number or journal entry identification in Col. 8.

Because payments to institutions will not be made until after the end of the month for which care was rendered, for purposes of the claim for payments to public medical institutions the term "current month" on the claim forms is defined as the month immediately preceding that in which the payments to the institution(s) are made.

It will be noted that no provision has been made for reporting current cancellations and repayments. Due to the time lag for payments to the institutions it is not anticipated there will be current cancellations for payments to institutions. Since repayments must be applied to the total grant for each month they are to be reported on the regular OAS or ANB claims, even though the recipient was in a public medical institution during the period to which the repayment is applied.

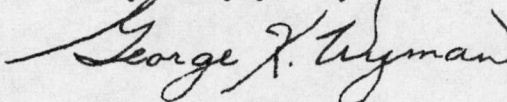
Claims shall reach the SDSW, 616 K Street, Sacramento, not later than the last day of the month following the month of the claim. Example: Payment made to public medical institution on November 15, 1955, for October 1955. Claim must reach SDSW by November 30, 1955.

The claims for ANB recipients in public medical institutions for the month of September 1955 shall be prorated. Example: A recipient is eligible to a monthly grant of \$90.00 and is in a public medical institution. His personal needs are \$15.00 for a full month and the cost of the institutional medical care is in excess of \$75.00. On September 7, he will be eligible to 24/30 of \$15.00, or \$12.00, and payment to the institution will be 24/30 x \$75.00, or \$60.00. Also, county institutional subvention in the amount of \$35.20 will be claimable for the month of September.

Department Bulletin No. 520 is superseded.

An initial supply of forms will be sent under separate cover.

Very truly yours,



George K. Wyman
Director

Attachment

DO NOT WRITE IN THIS SPACE

State of California

CERTIFICATION

Department of Social Welfare

PAYMENTS TO PUBLIC MEDICAL INSTITUTIONS FOR _____ RECIPIENTS
OAS cr ANB

COUNTY _____

MONTH _____ 195 _____

Forward three signed copies with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14

EXPLANATION Items	PERSONS COUNT		AMOUNTS CLAIMED				FOR STATE USE ONLY		
	No. of Persons Eligible to Federal Participation A	No. of Persons Ineligible to Federal Participation B	Total Aid Paid C	Amount Ineligible to Federal Participation D	Amount in Excess of Federal Base E	Federal Basis Amount F	For Accounting Use, Post as Month of _____		
1. Total payments to recipients (information only) (Form 801-V, Col. 4, Total recipients receiving direct payments and amount on current and prior month payroll, minus cancellations.)									
2. Total payments to Institutions in current month (Form AB 802-V, Column C)	Form 802-V Lines 1 plus 5	Form 802-V Lines 9 plus 11	Form 802-V Line 14	Form 802-V Lines 10 plus 12	Form 802-V Line 13	Form 802-V Lines 4 plus 8			
3. Plus or Minus Adjustments and Prior Month's Cancellations. (Form AB 802-V, Column F)							PARTICIPATING SHARES		
							FEDERAL G	STATE H	COUNTY J
4. Net Adjusted Aid Claimed. (Cols. A thru F from Form AB 802-V, Col. G) (Cols. G, H, J from Form AB 802-V, Line 14, Cols. H, J, K)									

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the administration of Old Age Security and Aid to Needy Blind in and for said county; that the aid payments, repayments, and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Social Welfare Board.

I HEREBY CERTIFY, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that the amounts claimed herein are in accordance with authorizations for Old Age Security or Aid to Needy Blind made by the county; that said amounts correctly reflect Federal, State, and County shares in the aid payments claimed; and that payments therefor have been made according to law and the rules and regulations of the State Social Welfare Board.

Signature of County Welfare Director

DATE _____

Signature of County Auditor

DATE _____

DO NOT WRITE IN THIS SPACE

State of California

CLAIM SUMMARY SHEET
 PAYMENTS TO PUBLIC MEDICAL INSTITUTIONS FOR _____ RECIPIENTS
 OAS or ANB

Department of Social Welfare

 Program _____ County _____
 (OAS or ANB)

Forward three copies with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14

Prepared by _____ Month _____ 195__

EXPLANATION		TRANSACTIONS AFFECTING CURRENT MONTH			Prior Month Payments Canceled (Form 801-V Contra)	Adjustments Current and Prior Months (Form 816)	Net Total (Col. D+ or -E)	Net Totals Current and Prior (Col. C+ or -F)	PARTICIPATING SHARES		
STATUS	ITEMS	Aid Payrolls Current Month (Form 801-V) A	Aid Payrolls Prior Month (Form 801-V) B	Net Total (Col. A+B) C	D	E	F	G	Federal H	State J	County K
REGULAR (R) CASES	1. No. of Persons 801V, Col.3								Regular (R) Cases		
	2. Amount Claimed 801V, Col.5								Federal Share: \$7.50 x 1G plus 1/2 of 4G. State Share OAS: 6/7 of (2G minus 4H) State Share ANB: 3/4 of (2G minus 4H) County Share OAS: 1/7 of (2G minus 4H) County Share ANB: 1/4 of (2G minus 4H)		
	3. Excess of \$55 801V, Col.7										
	4. Federal Basis (Line 2-3)										
NON-COUNTY (N) CASES	5. No. of Persons 801V, Col.3								Non-County (N) Cases		
	6. Amount Claimed 801V, Col.5								Federal Share: \$7.50 x 5G plus 1/2 of 8G State Share OAS and ANB: 6G minus 8H		
	7. Excess of \$55 801V, Col.7										
	8. Federal Basis (Line 6-7)										
NON-FEDERAL (X) CASES	9. No. of Persons 801V, Col.3								Non-Federal (X) Cases State Share: OAS 6/7, ANB 3/4 of 10G County Share: OAS 1/7, ANB 1/4 of 10G		
	10. Amount Claimed 801V, Col.5										
NON-COUNTY NON-FEDERAL (S) CASES	11. No. of Persons 801V, Col.3								Non-County Non-Federal (S) Cases State Share OAS and ANB, 12G		
	12. Amount claimed 801V, Col.5										
13. Total Excess (Sum of Lines 3 and 7)									TOTAL PARTICIPATING SHARES		
14. Total Amount Claimed (Sum of Lines 2,6,10 & 12)									Federal 4H+8H	State 4J+8J+10J+12J	County 4K+10K

DO NOT WRITE IN THIS SPACE

State of California

Prepared by _____

SCHEDULE OF ADJUSTMENTS

Department of Social Welfare

Federal Formula Period } October 1, 1948 through September 30, 1952 ☐
 } Beginning October 1, 1952. ☐
 (For OAS and ANB check one and make separate schedules for each period)

COUNTY _____

MONTH _____, 195_____

PROGRAM _____
(OAS, ANB, or APSB)

Forward one copy with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14.

For payroll items, report in red or parenthesis the persons count, warrant amount, and excess as originally claimed for each case to be adjusted; report same factors in black in corrected amounts. For contra-payroll items, report in opposite manner. Do not report by entering differences only.

[illegible]

State of California

Department of Social Welfare

RECONCILIATION STATEMENT
COUNTY AUTHORIZATIONS TO AUDITOR'S PAYMENTS
AS CLAIMED TO SDSW

PROGRAM _____

COUNTY _____ MONTH OF CLAIM _____, 195 _____

1. Continuing aid payments previously authorized in Master Deck Control for previous month. (Item 4 of the Reconciliation Statement, Form ABC 820, of the previous month) \$ _____
2. Plus additional aid payments for this month received prior to the cut-off date for changes in the Master Deck:

a. New cases and restorations. (Col. 3 of Form ABC 822) \$ _____

b. Net amount of increases. (Col. 4 of Form ABC 822). _____

c. Sum of Items 2a and 2b. _____

d. Subtotal. (Item 1 plus Item 2c) _____
3. Less reductions in aid payments for this month received prior to the cut-off date for changes in the Master Deck:

a. Discontinuances. (Col. 5 of Form ABC 822). _____

b. Net amount of decreases. (Col. 6 of Form ABC 822). _____

c. Sum of Items 3a and 3b. _____
4. Net amount of authorized continuing aid payments in Master Deck Control for this month. (Item 2d minus Item 3c) _____
5. Plus additional aid payments for this month received after the cut-off date for changes in the Master Deck:

a. New cases and restorations. (Col. 3 of Form ABC 822) \$ _____

b. Net amount of increases. (Col. 4 of Form ABC 822). _____

c. Sum of Items 5a and 5b. _____

d. Subtotal. (Item 4 plus Item 5c). _____
6. Less reductions in aid payments for this month received after the cut-off date for changes in the Master Deck:

a. Discontinuances. (Col. 5 of Form ABC 822). _____

b. Net amount of decreases. (Col. 6 of Form ABC 822). _____

c. Sum of Items 6a and 6b. _____
7. Total aid authorized to be paid this month for this month. (Item 5d minus Item 6c) _____
8. Amount of aid authorized to be paid this month for prior months. (Col. 8 of Form ABC 822). _____
9. Total aid authorized to be paid this month. (Item 7 plus Item 8) _____
10. Amount claimed this month:

a. Line 1, Col. C, Form Ag, B1, or CA 800; or Line 2, Col. C, Form AB 800V _____

b. Line 14, Col. D, Form AB 802A; or
Line 1, Col. D, Form CA 802A. _____

c. Total aid claimed. (Item 10a plus 10b) _____
11. Difference, if any, between Items 9 and 10c. Explain any difference below or on a separate sheet _____

DO NOT WRITE IN THIS SPACE

CERTIFICATION

I hereby certify that the amounts stated herein are true and correct and are properly supported by auditable records conveniently accessible in the county.

SIGNED: _____ TITLE: _____ DATE: _____, 195 _____

See Reverse Side for Instructions

State of California

Department of Social Welfare

RECONCILIATION STATEMENT
COUNTY AUTHORIZATIONS TO AUDITOR'S PAYMENTS
AS CLAIMED TO SDSW

PROGRAM _____

COUNTY _____ MONTH OF CLAIM _____, 195_____

1. Continuing aid payments previously authorized (Item 7 of the Reconciliation Statement, Form ABC 820-A, of the previous month)..... \$ _____
2. Add new aid payments authorized for this month (all new cases and restorations) (Col. 3, Form ABC 822).....\$ _____
3. Add the amount of increases in continuing aid payments authorized for this month (Col. 4, Form ABC 822)..... _____
4. Subtotal (Item 1 plus Items 2 and 3)..... _____
5. Subtract all aid payments authorized to be discontinued which affect this month. (Col. 5, Form ABC 822)..... _____
6. Subtract the amount of decreases in continuing aid payments authorized for this month (Col. 6, Form ABC 822)..... _____
7. Net amount of continuing aid payments authorized for this month (Item 4, less the sum of Items 5 and 6)..... _____
8. Add the amount of aid authorized to be paid this month for prior months (Col. 8, Form ABC 822)..... _____
9. Total aid authorized to be paid this month (Item 7 plus Item 8)..... _____
10. Amount claimed this month
- a. Line 1, Col. C, Form Ag, B1, or CA 800; or Line 2, Col. C, Form AB 800-V..... _____
- b. Line 14, Col. D, Form AB 802A; or Line 1, Col. D, Form CA 802A..... _____
- c. Total aid claimed (Item 10a plus 10b)..... _____
11. Difference, if any, between Items 9 and Item 10c. Explain any difference below or on a separate sheet..... _____

DO NOT WRITE IN THIS SPACE

CERTIFICATION

I hereby certify that the amounts stated herein are true and correct and are properly supported by auditable records conveniently accessible in the county.

SIGNED: _____ TITLE: _____ DATE: _____, 195_____

Forward ONE Copy to
State Department of Social Welfare
616 K Street
Sacramento, California

Program _____ County _____ Month _____ 19 _____
(OAS or ANB)

Type of Roll (Payroll or Cancellation Contra Roll)	Warrant or Fund Transfer	Date (Except as shown in Column 8)
---	--------------------------	---------------------------------------

(Indicate Non-County cases by (N), Non-Federal cases by (X), and Non-County Non-Federal cases by (S) after amount in Column 5)
*When using this form as a contra roll for cancellations, report in Column 8 the month(s) to which each item applies.

(1) Institution and Recipient's Name	(2) State Number	(3) Person Count	(4) Payment to Recipient (Info.only)	(5) Payment to Institution	(6) Total Aid Paid (Info.only)	(7) Excess of Federal Basis	(8) Remarks and Warrant Number or Fund Transfer Data for Column 5
PAGE NO.	PAGE TOTALS						Persons Count, Column 3 Regular _____ Non-Co. _____ Non-Fed. _____ Non-Co.Non-Fed. _____

FILING ADMINISTRATIVE REGULATION WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

SEP 30 1955

Division of Administrative Procedure

ENDORSED

APPROVED BY THE
(gov. code section)

SEP 30 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: September 30, 1955

By: *George J. Wyman*

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

SEP 30 1955

At 4:27 o'clock P.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

The following Chapters are to become effective November 1, 1955:

Chapter A-01 including Sections A-010 to A-015.40 inclusive

Adopted by State Social Welfare Board on June 23, 1955

Chapter A-10 including Sections A-100 to A-102

Adopted by State Social Welfare Board on June 23, 1955

Chapter A-11 including Sections A-111 to A-119

Adopted by State Social Welfare Board on September 23, 1955

Chapter A-12 including Sections A-120 to A-122

Adopted by State Social Welfare Board on September 23, 1955

Chapter A-13 including Sections A-131 to A-138.40

Adopted by State Social Welfare Board on March 24, 1955

Chapter A-15 including Sections A-150 to A-154

Adopted by State Social Welfare Board on September 23, 1955

Regulations contained in these chapters are prepared in compliance with the following sections of the Welfare and Institutions Code:

Chapter A-01

W&IC Sections 7, 7.1, 7.5, 19, 103, 103.1, 103.3, 103.5, 114, 2003, 2005, 2007, 2008.5, 2009, 2010, 2011, 2012, 2014, 2015, 2016, 2022, 2023, 2140, 2141, 2142.5, 2160, 2160.1, 2160.6, 2180, 2180.1, 2180.5, 2180.6, 2182, 2183.9, 2184, 2190, 2193

Chapter A-10

W&IC Sections 2160, 2162

Chapter A-11

W&IC Sections 103.4, 203.8, 2021, 2143, 2160, 2160.5, 2161, 2200, 2201

Chapter A-12

W&IC Sections 2160, 2160.4(Chapter 1926)

Chapter A-13

W&IC Sections 2007, 2007.1, 2007.2, 2007.5, 2020.01, 2160(g), 2163, 2163.1, 2163.2, 2163.4, 2163.5, 2163.7, 2164, 2165, 2165a, 2165d, 2222, 2225

Chapter A-15

W&IC Sections 2011, 2160, 2181, 2181.01, 2181.05, 2224

Chapters I to X inclusive of existing OAS Manual were repealed effective November 1, 1955 by State Social Welfare Board action on September 23, 1955.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF ELIGIBILITY

A-010.10

A-010 COUNTY RESPONSIBILITY - GENERAL

A-010

The county is responsible for receiving requests and applications for OAS, for assisting applicants in securing evidence of eligibility, for determining eligibility or ineligibility, for authorizing and paying aid in the correct amount promptly to eligible persons, for providing information as to availability of services by other agencies, and for providing such other services as the individual may require and the county may be able to render.

Persons to whom the board of supervisors delegates authority under W&IC 7.1 shall be designated and such agents shall be persons who direct, supervise or perform the determination of eligibility.

A-010.10 DEFINITIONS

A-010.10

1. Request for Information

A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that he is in need and reflects a desire to obtain general information relative to assistance programs or points of agency policy.

2. Request for Aid

A request for aid is made when an individual indicates that he is in need and asks for financial assistance. The county shall assist him, if necessary, in specifying the program for which he might qualify.

3. Application

A request for aid is considered an OAS application when the prescribed application form has been completed and signed by or on behalf of the applicant and acknowledged by the county.

4. Request for Restoration

A request for aid is considered a request for restoration of OAS when made in writing, dated and signed by or on behalf of a former recipient whose OAS grant was discontinued by the same county within 12 months prior to date of the request. Exception: If OAS was discontinued due to income from employment, and within one year from the effective date of such discontinuance the former recipient asks that OAS again be paid, such request shall be considered a request for restoration regardless of the county in which aid was previously discontinued. Exception: No signed request for restoration is required for a restoration after confinement in a public institution as provided for in W&IC 2160.6 or after a one month discontinuance for adjustment of overpayment. (See Secs. A-014.20 and A-1312-B)

5. Reapplication

A request for aid is considered a reapplication for OAS when the prescribed application form has been completed and signed by or on behalf of a person
 (a) whose former application to the same county was denied or withdrawn, or
 (b) who was formerly a recipient in the county receiving the request but whose aid has been discontinued for a period of more than 12 months.

 CALIFORNIA-SDSW-MANUAL-OAS

These Regulations are designated to become effective November 1, 1955

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-011

DETERMINATION OF ELIGIBILITY

Regulations

A-011 THE APPLICATION**A-011**

The signing of the application, Form Ag 200 or 200-B, initiates the eligibility determination process. If the county inserts the information as given by the applicant, the form shall be read by or to the applicant before his signature under oath is affixed.

A-011.10 WHO MAY APPLY**A-011.10**

Any person who believes himself eligible for OAS has a right to apply for such aid and his application shall be received by the county. Exception: W&IC 2180.1 and 2182.

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the aid for which he will apply.

1. Signature By Person or Authorized Representative

The person desiring aid, when able, shall complete and sign the application for OAS, Form Ag 200, in person at the county welfare department. When he is physically unable to apply in person and he makes known to the county welfare department his desire to apply, or has his authorized representative make application for him (by presentation of a written statement that he is the applicant's authorized representative, and completion of the Application by Authorized Representative of the Applicant, Form Ag 200-B) the county shall, as soon as possible, call in the home of the applicant and secure the completed and signed application, Form Ag 200.

2. Signature By Guardian

If an applicant has a guardian of his person, the application shall be signed both by the guardian and the applicant (the ward). Both signatures are also required on all other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the person is the only signature required on affidavits or other documents pertaining to the person or whereabouts of the ward.

If the applicant has a guardian of his estate, the signature of both the guardian and the applicant (the ward) are required on the application form and all other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the estate is the only signature required on documents pertaining solely to the finances and property of the ward.

If an applicant has a guardian of both his person and estate, only the signature of the guardian is valid on the application and all documents relating to the applicant (the ward) or his financial affairs.

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-OAS

These Regulations are designated to become effective NOV 1 '55

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF ELIGIBILITY

A-011.40

A-011.20 WHEN APPLICATION TO BE TAKEN

A-011.20

The application, Form Ag 200, shall be signed and acknowledged on all requests for aid at the time the applicant first makes known his need, unless this is reported by telephone or letter. The only exceptions to the requirement that an application be signed when request is made are:

1. When the applicant recognizes that he is ineligible and states that he does not wish to continue with the application
2. When an application or request for restoration was erroneously denied and corrective action is to be taken. (Aid is then granted on the same application or request for restoration which was previously denied. See Sec. 1316, Item 9.)
3. When restoration is requested from the same county within one year from the effective date of discontinuance of OAS (See Sec. A-014.30 for restorations by another county following discontinuance due to employment.)
4. When aid is granted on appeal to the SDSW.

A-011.30 WHERE APPLICATION TO BE MADE

A-011.30

A person has a right to apply for OAS in any county in which he is actually living. (See Sec. A-010 and Sec. A-550)

A-011.40 APPLICATION INTERVIEW

A-011.40

The county shall interview the applicant and/or the guardian at the time the application is signed or as soon thereafter as possible. In this interview the county shall discuss:

1. The eligibility requirements in terms of the objectives and limitations of the program
2. The joint responsibility which the county and the applicant have for exploration of all the facts concerning eligibility, needs and income, and the applicant's responsibility for presenting records or documents in his possession to support his statements
3. The confidential nature of all information given
4. The kinds of verification needed to establish eligibility
5. That all investigation will be undertaken with the full knowledge and consent of the applicant
6. The applicant's responsibility for notifying the county immediately of all changes in circumstances
7. The availability of assistance or service under some other program either public or private if the applicant appears ineligible for OAS.

CALIFORNIA-SDSW-MANUAL-OAS

DO NOT WRITE IN THIS SPACE

These Regulations are designated to become effective NOV 1 '55

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-012	DETERMINATION OF ELIGIBILITY	Regulations
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A-012	INITIAL INVESTIGATION	A-012
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A-012.10	COUNTY RESPONSIBILITY FOR INITIAL INVESTIGATION	A-012.10
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The county receiving an application or request for restoration shall by careful inquiry into the circumstances of the applicant or recipient determine whether he meets the conditions of eligibility specified in the W&IC and the regulations of the SDSW (Chapters A-10 through A-15), and, if found eligible shall authorize the amount of aid to which he is entitled in relation to his needs and income. (Chapters A-20 through A-22)

If county residence is changed after an application has been signed or restoration requested, but before the county has acted thereon, the county receiving the application or request is responsible for completing the investigation and authorizing aid if eligibility exists. (See Chapter A-04, Inter-county Transfers and Sec. , Noncounty Aid.)

Exception: A county receiving an application or request for restoration for OAS for a person living in the county but having residence in another county shall accept the application or request and immediately submit it to the county of residence and shall also obtain all available information and submit it to the county of residence. The county of residence is responsible for determining eligibility or ineligibility and authorizing aid if eligibility exists.

A-012.20	PROMPTNESS REQUIREMENT	A-012.20
----------	------------------------	----------

The county shall initiate immediately upon receipt of an application or request for restoration all actions known to be necessary to complete the investigation and shall pursue the investigation diligently.

The date of the applicant's signature on the prescribed application form is the date of application. When an authorized representative makes the application the date of his signature is the date of application. The date the applicant signs the written request for restoration is the date of the request unless made by mail when the date of receipt is considered the date of request.

A-012.30	HOME VISIT	A-012.30
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A home visit shall be made during the investigation of eligibility.

CALIFORNIA-SDSW-MANUAL-OAS

DO NOT WRITE IN THIS SPACE

**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF ELIGIBILITY

A-012.60

A-012.40 METHOD OF INVESTIGATION**A-012.40**

In addition to the code provisions (W&IC 19, 103.3, 118, 2003, 2005, 2010, 2142.5), the following rules govern the method of investigation for OAS:

1. The records or documents in the applicant's possession shall be used whenever possible in preference to obtaining information through other sources.
2. The exploration of facts concerning eligibility shall be a joint responsibility of the county and the applicant. Exception: If an applicant is unable to present information to establish his eligibility, his needs and income, the worker shall take the initiative in obtaining information.
3. Investigation shall be undertaken with the full knowledge and consent of the applicant.

A-012.50 PREFERRED TYPES OF EVIDENCE**A-012.50**

Investigation shall be directed toward obtaining from the most reliable sources available evidence from which it can be determined whether the applicant meets each of the conditions of eligibility and to determine the correct amount of aid.

The following types of evidence shall be used as appropriate and available:

1. Public records or those made for the purpose of maintaining archives or registers
2. Original documents rather than copies
3. Documents and records in which there would be little or no motive for misstatement
4. Records made contemporaneously with the event they record
5. Statements from organizations or individuals having knowledge of the facts.

A-012.60 EVALUATION OF EVIDENCE**A-012.60**

All information secured in the process of determining eligibility shall be evaluated in light of its internal consistency.

Each piece of evidence shall be evaluated in light of the motives and adequacy of knowledge of the person completing the record or document or making the statement.

The relative merit of the various pieces of evidence shall be considered rather than the numbers of pieces of evidence which support or refute the applicant's statements.

When evidence is conflicting or inconsistent, the investigation shall be pursued to the point that the preponderance of evidence supports eligibility before aid is granted. Exception: See Sec. A-014.30.

CALIFORNIA-SDSW-MANUAL-OAS

DO NOT WRITE IN THIS SPACE

NOV 1 '55

These Regulations are designated to become effective.....

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-013

DETERMINATION OF ELIGIBILITY

Regulations

A-013

APPLICATION AND INVESTIGATION PROCEDURE FOR APPLICANTS
IN STATE HOSPITALS AWAITING LEAVE

A-013

When persons who are about to be released on a leave of absence from state hospitals wish to apply for OAS, procedure shall be that agreed upon by the SDSW and the SDMH.

A-014

ACTION ON APPLICATIONS AND REQUESTS FOR RESTORATION

A-014

A-014.10

APPLICATION OR REQUEST FOR RESTORATION GRANTED

A-014.10

If investigation conclusively establishes eligibility under each of the applicable requirements payment of aid in a specified amount and to begin at a specified time shall be authorized (see Chapters A-20 through A-22). The date of authorization is the date the investigation is completed.

A-014.20

RESTORATION FOLLOWING CONFINEMENT IN A PUBLIC INSTITUTION

A-014.20

To effect restoration as provided for in W&IC 2160.6 two authorization documents shall be approved at the time aid is discontinued. On one form discontinuance shall be authorized effective the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical care, the last day of the month in which the eligibility period is completed. On the second form restoration is authorized with no beginning date of aid specified. Upon release of the recipient from the institution the second authorization form is completed showing the date of release. A warrant is then issued for the balance of the month during which the recipient was not an inmate.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF ELIGIBILITY

A-014.30

A-014.30 RESTORATION FOLLOWING DISCONTINUANCE DUE TO EMPLOYMENT**A-014.30**

To effect restoration as provided for in W&IC 2183.9 aid shall be conditionally granted (provided that the individual's statements indicate that he is eligible) if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested. "Employment" shall be defined as any activity undertaken for remuneration either in case or in kind.

When evidence conclusively supports eligibility to receive aid the authorization document shall contain a statement "eligibility established."

When aid is to be granted conditionally, the authorization document shall contain the statement "conditional grant-presumptive eligibility" and the investigation shall be continued with diligence until completed.

When aid has been granted conditionally, and upon completion of investigation the facts show eligibility to continued aid, two authorization actions are necessary:

1. Authorization of the amount of grant to be paid for the coming month and to change the participation status from nonfederal to the appropriate participation status beginning with the coming month.
2. Form Ag 278(a) shall be completed to report detail of the need and income in each month for which a conditional payment was made, and to initiate the appropriate change in participation status for each such month. (Retroactive claim for federal participation is then made by use of Form AB 816 submitted with a monthly claim. See Appendix, Sec. F-520, Item A-2.)

When aid has been granted conditionally, and upon completion of the investigation the facts established that the recipient has been ineligible for payments already made, and is ineligible for payments for future months, aid shall be discontinued. (There is a right to request repayment for all aid paid for which there was not eligibility. See Sec. A-1362.)

When aid has been granted conditionally, and upon completion of investigation the facts establish that the recipient is ineligible for future aid, but was eligible to receive the aid paid to him during one or more months for which he was paid conditionally, Form Ag 278(a), Sec. I, shall be completed to indicate the appropriate change in participation status. Retroactive claim shall be made for such federal participation as may be available by use of Form AB 816. (See Appendix, Sec. F-520, Item A, 1.)

When restoration is requested in another county (second county) by a person whose aid was discontinued due to employment (by the first county) and who has established residence in the second county, the second county shall secure a signed application, Form Ag 200. The second county is responsible for determining eligibility and granting aid to those eligible within 30 days from the date the application was signed. The authorization document shall be designated as a "restoration." The former recipient shall complete Form AB 204. The second county shall request from the first county copies of the prior application, the last affirmation of eligibility, notification of discontinuance, and a summary of eligibility determinations. (See Sec. A-010)

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A-014.40	DETERMINATION OF ELIGIBILITY	Regulations
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A-014.40	APPLICATION OR REQUEST FOR RESTORATION DENIED	A-014.40
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County action shall be taken to deny aid if:

1. Proof of ineligibility has been obtained.
2. All reasonable sources of proof of eligibility have been examined without establishing eligibility. Exception: See Sec. A-014.30.
3. The applicant's whereabouts is unknown.
4. The applicant established residence in another state before his eligibility was determined.

(See Sec. A-011.20, Item 2, and Sec. A-1316, Item 9, if denial action is taken in error.)

A-014.50	APPLICATION OR REQUEST FOR RESTORATION WITHDRAWN	A-014.50
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An application can be withdrawn only upon the voluntary initiative of the applicant. The request for withdrawal shall be in writing.

A-014.60	APPLICATION OR REQUEST FOR RESTORATION CANCELED	A-014.60
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An application or request for restoration is considered canceled if the applicant dies before the investigation is completed.

A-014.70	REPORT OF COUNTY ACTION	A-014.70
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Immediately following the county's action granting or denying aid, the applicant shall be notified in writing of the disposition of his application or request for restoration. This notification shall be in simple, understandable terminology individualized on the basis of the circumstances in the particular case and shall include:

1. The date of the notification.
2. The nature of the county's action.
3. The dates from which the county action is effective and the amount of aid (if aid is granted).
4. The specific reason for denial, if aid is denied.
5. Source and amount of income deductions.
6. The total need from which income is deducted.
7. A suggestion that any questions regarding the county's action be discussed with the county.
8. The content of the "Important Notice" as stated on the reverse of Form Ag 239. (See Section _____, Form Ag 239)

Form DPA 8, Notice to Applicant Who Withdraws Application, shall be mailed or given to the applicant who withdraws an application, unless the county elects to deny the application.

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Regulations	DETERMINATION OF ELIGIBILITY	A-015.30
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A-015	REINVESTIGATIONS	A-015
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A-015.10	CONTINUING INVESTIGATION REQUIREMENT	A-015.10
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The county is responsible for such continuing investigation as is necessary to insure payment only to eligible recipients, to insure payment of aid in the correct amount, to assist recipients to meet needs as fully as possible, and to assist recipients to make maximum use of their resources and capacities.

A-015.20	ANNUAL REINVESTIGATION REQUIREMENT	A-015.20
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Whether or not certain aspects of the recipient's situation have been reinvestigated earlier, a reinvestigation of all circumstances of the recipient subject to change shall be made at least once annually. The due date shall be set according to any plan which provides for completion of such a reinvestigation not later than 12 months from completion of the initial investigation or the previous reinvestigation. Exceptions: If an annual reinvestigation is completed within two months in advance of the anniversary month, no adjustment of the due date of the next annual reinvestigation is necessary.

The county shall consider as the date of completion of the annual reinvestigation the date the county worker or the case supervisor or the county welfare director signed the reverse of the completed Affirmation of Eligibility, Form Ag 206.

A-015.30	METHOD OF REINVESTIGATION	A-015.30
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Regulations governing the method of the initial investigation also govern all continuing investigations and the annual reinvestigation. (See Secs. A-012.40, A-012.50 and A-012.60.)

The annual reinvestigation shall include an interview with the recipient, preferably in his own home, within a three months period prior to the completion of the reinvestigation.

The recipient shall sign and complete Form Ag 206, Recipient's Affirmation of Eligibility for OAS. The recipient's statements and information obtained from all other sources shall be evaluated in light of facts previously known and in relation to potentials for change in eligibility status or amount of the grant.

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A-015.40

DETERMINATION OF ELIGIBILITY

Regulations

A-015.40 REINVESTIGATION DURING ABSENCE FROM THE STATE OR COUNTY A-015.40

A recipient who leaves the state or county for a temporary period shall be required to inform the county of residence every two months regarding his living plan and his intent with respect to residence, and to state the changes, if any, in his income and needs.

When an annual reinvestigation is due during a recipient's temporary absence from the state or county, an Affirmation of Eligibility, Form Ag 206, shall be sent to a welfare agency in the locality with the request that the agency interview the recipient, secure the signed affirmation and return it with a report on the recipient's plan regarding residence, his living arrangements and his current needs and income.

If it is not possible to secure the signed Affirmation of Eligibility and a report through the agency within a reasonable time, direct request shall be made to the recipient to submit a completed Affirmation of Eligibility with a statement of his intent as to residence, his living arrangements, income and needs.

If an annual reinvestigation is due within three months prior to the effective date of an intercounty transfer, the county currently paying aid need not make the reinvestigation.

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Regulations	AGE	A-102
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A-100	AGE REQUIREMENT	A-100
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An applicant must have reached his 65th birthday by the date aid begins.

A-101	DETERMINATION OF AGE ELIGIBILITY	A-101
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If the applicant's sworn statement of his birth date on the application shows him to be 66 or over, and the year of birth shown by the evidence establishes age 66 or over, the month and day of birth need not be determined. In all other situations age is determined as follows:

1. If evidence to establish the month and day of birth is not available, they are considered established by the applicant's sworn statement provided that there is evidence which establishes the year of birth or supports the applicant's statement of the year of birth.
2. If evidence shows the birth year to be earlier than shown by the applicant's sworn statement, the birth date is established by the statement on the application. Exception: If the evidence is a delayed birth certificate secured through court action, or a birth or baptismal record recorded when the applicant was a child, the birth year is that shown by the evidence.
3. If evidence shows the birth year to be later than shown by the applicant's sworn statement, the birth year is established by the evidence. The applicant's sworn statement of the month and day of birth is acceptable, unless there is strong evidence which refutes it.
4. If the applicant does not know his birth date but there is evidence establishing the year of birth, July 1st is assumed to be the month and day of birth.

A-102	ADMISSIBLE EVIDENCE OF AGE	A-102
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In addition to the kinds of age evidence listed in W&IC 2162, any record, document, or written statement showing the birth date or the age of the applicant at a given date is admissible as evidence of age. (See Secs. A-012.50 and A-012.60.)

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A-111 RIGHTS AND RESPONSIBILITIES

A-111

Applicants for or recipients of OAS have the same freedom of movement and choice of a place to live accorded other citizens of California.

An applicant or recipient is responsible for immediately informing the county of residence if he moves to another county or state with intent to remain indefinitely.

A recipient who goes out of the state or to another county for a temporary period without intent to remain is required to inform the county of residence every two months regarding his continuing intent as to remaining or returning.

A-112 PLACE OF RESIDENCE - STATE AND COUNTY

A-112

A person's place of residence is where he has voluntary physical presence accompanied by intent to remain. Exception: W&IC 2160.2, 2160.5

A-113 LENGTH OF RESIDENCE - STATE AND COUNTY

A-113

Length of residence accumulates during the period a person is voluntarily physically present at a place with intent to remain there.

A period of residence begins on the date of arrival unless there is evidence that there was no intent to remain. A period of residence is ended by a voluntary move to another place with intent to remain there.

A-114 EFFECT OF ABSENCE FROM STATE OR COUNTY

A-114

The place of residence is not changed nor the period of residence interrupted by a person's absence from the state or county for a temporary purpose provided that he intends to return at some definite time in the future or as soon as the purpose is fulfilled.

A-115 PERSONS INCAPABLE OF INTENT

A-115

Persons who are deprived by court action of freedom of movement are not capable of applying the intent necessary to change residence. This includes persons on leave of absence from state mental hospitals. The place of residence for such persons remains the same as at the time of the court action and length of residence accumulates during the period under such control.

The place of residence for one for whom there is a court appointed guardian of the person may be changed by the union of the guardian's intent and some act in relation to the ward, such as his removal to another place.

Persons on parole from correctional institutions may establish residence by union of act and intent.

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A-116	RESIDENCE	Regulations
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A-116	PERSONS LIVING ON LAND LEASED OR OWNED BY THE UNITED STATES	A-116
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Persons living on land leased by United States agencies from the state, its political subdivisions, or individuals, or on land owned by the United States within the boundaries of California, may establish a place of residence in the state and in the county in which such land lies. Periods spent living on such land while accompanied by intent to remain are counted in computing the length of residence.

A-117	COUNTY OF RESIDENCE	A-117
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No period of residence in the county prior to application is required. However, the county of residence (that county in which a person has established his place of residence) is determined in order to fix county responsibility for investigation and payment. (See Sec. A-012.10, County Responsibility for Initial Investigation, Sec. A-014.30, Restoration Following Discontinuance Due to Employment, Sec. A-015.40, Reinvestigation During Absence from State or County and Sec. _____, Financial Participation in Aid Payments.)

A-117.5	COUNTY OF RESIDENCE WHILE IN A PRIVATE INSTITUTION	A-117.5
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When aid is granted under the provisions of W&IC 2160.5, the county of residence is that county in which a place of residence was last established prior to the move to the institution.

A person who comes from another state directly to such an institution with intent to remain there begins to accumulate length of state residence from the day he enters this state and county residence from the day he enters the county in which the institution is located.

A-117.7	DISPUTE REGARDING COUNTY OF RESIDENCE	A-117.7
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When a county wishes to refer a dispute to the SDSW under the provisions of W&IC 2143, Form DPA 6, Appeal As to Responsibility for Support, signed by the chairman of the board of supervisors, is sent in triplicate to the SDSW. The county also sends a summary statement listing the counties in which the applicant resided with the dates of residence and a statement of the points on which there is disagreement.

A-118	EVIDENCE OF INTENT	A-118
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The applicant's statement on the application or the affidavit of a recipient is acceptable evidence of his intent as to residence unless contradicted by his actions. Exception: Under the conditions stated in W&IC 103.4, the recipient's statement of intent to retain California residence must be supported by other evidence of intent to return.

The applicant who has not completed a one-year period of residence in his county of residence is required to complete Form AB 204 as evidence of his intent as to residence.

A-119	EVIDENCE OF PHYSICAL PRESENCE	A-119
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Evidence confirming the person's statement as to presence at a given place for a given period is required.

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Regulations	CITIZENSHIP	A-121.5
A-120	CITIZENSHIP REQUIREMENT	A-120
A citizen, as used in W&IC Section 2160b, is a person born in the United States while his parents were subject to its jurisdiction, or one who was born out of the United States whose father was a citizen of the United States at the time of the child's birth, or one who acquired United States citizenship by naturalization, either individual or collective, or by derivation. W&IC 2160.4 applies to persons ineligible to citizenship immediately prior to December 24, 1952, under the Nationality Act of 1940, as amended.		
A-121	DETERMINATION OF CITIZENSHIP ELIGIBILITY	A-121
Once citizenship is acquired, either by birth, naturalization, or derivation, there is a presumption that citizenship status continues in the absence of proof that it has terminated.		
A-121.1	CITIZENSHIP BY BIRTH	A-121.1
Citizenship by native birth is established by a person's sworn statement that he was born in the United States, unless there is evidence to the contrary. Citizenship by birth for a person born outside of the United States is established by evidence that the father was a citizen at the time of the child's birth.		
A-121.2	INDIVIDUAL NATURALIZATION	A-121.2
A certificate of naturalization or information taken from the original court record is the only acceptable evidence of individual naturalization unless it is determined that these records have been lost or destroyed. In this case, other records which were made only upon proof of naturalization are acceptable evidence of naturalization.		
A-121.3	COLLECTIVE NATURALIZATION	A-121.3
Collective naturalization is established by evidence that: - The person was a native, inhabitant, voter, elector, resident or citizen, whichever was required, of the place and at the time required under the collective Naturalization Act - The person did not by declaration elect to retain his former citizenship status if this was permitted under the Collective Naturalization Act.		
A-121.4	NATURALIZATION THROUGH PARENT	A-121.4
Derivative naturalization through a parent is established by evidence that: - One of the parents was naturalized - The person was a minor at the time the parent was naturalized - The child met the United States residence requirement during minority		
A-121.5	NATURALIZATION THROUGH MARRIAGE	A-121.5
Derivative naturalization through marriage is established by evidence that: - The marriage took place prior to September 22, 1922 - The husband was native-born or was naturalized prior to September 22, 1922.		

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A-121.6	CITIZENSHIP	Regulations
A-121.6	EXPATRIATION	A-121.6
When there is evidence that expatriation may have occurred, the possibility of expatriation must be refuted, or repatriation proved. If a woman citizen married between March 2, 1907, and March 3, 1931, the possibility of expatriation is refuted by evidence that her husband was a citizen. Her statement that her husband was native-born is acceptable evidence of his citizenship. If he was a naturalized citizen at the time of marriage, evidence as specified in Secs. A-121.2, A-121.3, or A-121.4 is required.		
A-121.7	REPATRIATION	A-121.7
When a citizen was expatriated by an affirmative act other than marriage, repatriation is established by evidence that the person was naturalized after expatriation, or that the person took an oath of allegiance to the United States before a court exercising naturalization jurisdiction when such was authorized by statute. When a woman citizen was expatriated by marriage to an alien, repatriation is established by evidence that: - The marriage was annulled; or, - She was a citizen by birth and resided continuously in the United States following her marriage; or, - She was a citizen by birth and the marriage was terminated by death or divorce, <u>and</u>, if the marriage terminated after January 13, 1941, that she took a formal oath of allegiance before a court exercising naturalization jurisdiction or, if outside the United States, before a diplomatic or consular officer of the United States; or, - The husband was naturalized prior to September 22, 1922, <u>or</u> that the woman was naturalized after September 22, 1922.		
A-122	DETERMINATION OF ELIGIBILITY UNDER W&IC SECTION 2160.4	A-122
Ineligibility to citizenship immediately prior to December 24, 1952, because of race or natural origin, and the fact that the applicant has not committed an overt act against the United States Government are established by the applicant's sworn statement on Form Ag 200-c, Application Supplement for Non-citizens, in the absence of evidence to the contrary. The fact that the applicant met the age requirement must be established by evidence as prescribed in Sec. A-102. The fact that the applicant lived in the United States continuously for 25 years before making application must be established by evidence as prescribed in Sec. A-117.		

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Old Age Security

PROPERTY

A-132.30

REGULATIONS - PROPERTY - OAS

A-131 OWNER OF REAL PROPERTY

A-131

The owner of real property is the person who holds legal title to the property unless a) he holds title only for convenience, i.e., for purposes of inheritance or to avoid probate, etc., and b) he has no beneficial interest in the property, i.e., no right to possess and use the property or to receive the proceeds. Conversely, a person for whom legal title is held by another under these circumstances, is the owner.

A-132 EVALUATION OF REAL PROPERTY

A-132

A-132.10 DETERMINATION OF VALUE

A-132.10

The value of real property holdings is the total verified county assessed value of all real property owned less the total verified amount of encumbrance against all of such property. If real property holdings are not assessed and it is impossible to obtain an assessment, one-half of the market value is used.

When the applicant or recipient and/or spouse is not the sole owner of real property only his or their proportionate share is included in the total value.

A-132.30 ITEMS TO BE INCLUDED

A-132.30

In addition to those items commonly considered to be real property, and those items defined in the W&IC as real property (2165d, 2163.4, 2163.5, 2163.7 and 2163.1) the following items are included:

1. Real property being bought or sold under contract of sale
2. Real property being sold while it is held in escrow
3. Cemetery property held for profit
4. Real property in which the applicant or recipient holds a vested future interest as remainderman.

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A-132.50

PROPERTY

Old Age Security

A-132.50 ITEMS TO BE EXCLUDED**A-132.50**

In addition to the exception stated in W&IC 2165a, the following items are to be excluded in evaluating real property holdings:

1. An Indian's interest in land held in trust by the United States Government
2. A remainderman's interest in real property where it is contingent
3. Real property in which the applicant or recipient holds life estate
4. Real property owned by minor children of the applicant or recipient.

A-132.70 ENCUMBRANCES**A-132.70**

In addition to the types of liabilities commonly considered encumbrances (mortgages, deeds of trust, delinquent tax liens, judgment liens, mechanic's liens, assessments, etc.) the following are considered encumbrances in evaluating real property:

1. The unpaid balance of the purchase price of property being purchased under contract of sale
2. The amount paid on the principal for property being sold under a contract of sale.

A-133 UTILIZATION OF REAL PROPERTY**A-133****A-133.10 DEFINITION OF UTILIZATION****A-133.10**

Real property is considered to be utilized when it is contributing toward the current needs of the applicant or recipient by providing shelter, food or other maintenance items, necessary services, or is producing reasonable net income.

A-133.20 DECISION AS TO WAY OF UTILIZING**A-133.20**

The applicant or recipient shall make the decision as to the way the property is to be utilized in accord with a plan which will make the greatest contribution toward his current needs.

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Old Age Security

PROPERTY

A-133.30

A-133.30 APPLICATION OF UTILIZATION REQUIREMENT

A-133.30

The utilization requirement applies to:

1. All separate and community real property of the applicant or recipient, and to
2. All real property owned with persons other than the spouse unless the applicant or recipient is prevented from utilizing his share by the terms of the co-ownership or the desires of the other owners.

It does not apply to the separate real property of the spouse of an applicant or recipient.

When the home property includes dwelling units other than that occupied as the owner's household, they shall be utilized.

When the home property includes surrounding land area larger than that normally used for garden, family orchard, etc., which could be rented, leased or otherwise made to produce something of benefit to the owner without restricting the use of the home plot such portion shall be utilized.

The applicant or recipient is not prevented by the utilization requirement from selling his real property provided that he takes the required steps toward meeting the utilization requirement pending sale.

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A-133.40

PROPERTY

Old Age Security

A-133.40 WAYS OF UTILIZING PROPERTY

A-133.40

1. As Shelter. Real property is utilized when it is occupied as the home of the applicant or recipient. Utilization is not considered to be terminated by temporary absence from the home for reasons such as illness, seasonal employment, visits, extreme climatic conditions, etc., provided that the recipient plans to return to the home when the circumstances no longer exist.
2. To Produce Maintenance or Service. Real property is utilized when it is used in return for care or substantial service necessary to the recipient, such as housekeeping or nursing service, supervision or other service of a consequential nature for which the recipient would otherwise have to pay.
3. To Produce Income. Real property is utilized to produce income if:
 - a. It is producing income from a rental consistent with the rental value of similar property in the community, from the sale of products at a price consistent with the market for such products, etc., and
 - b. The net proceeds are in an amount which serve to meet the recipient's needs in some substantial way.

If property which normally produces net income is producing little or no income presently, decision as to whether it is producing reasonable net income is made on the basis of the average net income during the past five years, provided that it appears likely reasonable net income will again be produced in the immediate future.

A-133.50 FEASIBILITY OF UTILIZATION

A-133.50

If real property is not being utilized in one of the ways listed above, a determination is made as to whether utilization is feasible.

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PROPERTY

A-133.53

A-133.53 WHEN UTILIZATION IS FEASIBLE

A-133.53

1. Definition

Utilization is considered feasible when the nature of the property and the recipient's plan for its use are such that it is reasonable to conclude that it can be made to contribute toward his needs.

2. Action Required

The recipient is given a reasonable period in which to initiate a plan for utilization. This period, for new applicants, is three months from the date the application was granted or, for recipients, from the date the recipient was advised of the utilization requirement, unless extension is necessary because of circumstances (such as illness) which prevent the owner from immediately proceeding with his plan for utilization but which do not negate the feasibility of utilization.

When the recipient has made no effort to utilize his property by the expiration of a reasonable period, ineligibility results.

When the applicant or recipient refuses to consider development of a plan for utilization, ineligibility results.

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A-133.56

PROPERTY

Old Age Security

A-133.56 WHEN UTILIZATION IS NOT FEASIBLE

A-133.56

1. Definition

Utilization is considered to be unfeasible when:

- a. The applicant or recipient knows of no way whereby he could make the property contribute toward his current needs and the county concludes that any effort on his part toward utilization would be futile, or
- b. The recipient has made unsuccessful efforts to utilize his property and one year (including the three-month period allowed for initiation of the plan) has elapsed since aid was granted or the recipient was notified that his real property must be utilized, whichever is later.

2. Action Required

When utilization is not feasible, the recipient is required to immediately offer the property for sale at a price consistent with the value of similar property in the community, unless the sale would be a useless act. Exception: A multiple dwelling, one unit of which is used as the recipient's home, need not be offered for sale.

A new applicant is not required to offer property for sale prior to date aid is granted.

In the absence of a continuous and bona fide effort to sell the property, by listing it with realtors, advertising, etc., ineligibility results.

3. Definition of Useless Act

Sale of real property is considered a "useless act" if the net proceeds the recipient might reasonably expect to realize from the sale together with his other personal property holdings would not exceed \$1,200, or if living with a spouse who is also a recipient, the combined holdings of the couple so determined would not exceed \$2,000.

A-134 OWNER OF PERSONAL PROPERTY

A-134

The owner of personal property is the person who holds the property unless he holds it for another, i.e., he has no right to use the property or to receive the proceeds. Conversely, a person for whom personal property is held by another is the owner.

CALIFORNIA-SDSW-MANUAL-OAS

These Regulations are designated to become effective NOV 1 '55

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Old Age Security

PROPERTY

A-135.10

A-135 EVALUATION OF PERSONAL PROPERTY

A-135

The value of personal property holdings is the total verified market value of personal property owned less the total verified amount of encumbrance against all such property. Exception: See Sec. A-135.20, Items 3, 4, 6, and 12 for when values other than market value are to be used.

A-135.10 DIVISION OF PERSONAL PROPERTY WITH SPOUSE

A-135.10

Separate personal property owned by the applicant or recipient and his share of community personal property is included in evaluating total property holdings. The separate personal property of a spouse who is not an applicant for or recipient of OAS is not included in evaluating total personal property holdings of the applicant or recipient.

When the spouse with whom a recipient is living applies for OAS, continuing eligibility of the recipient depends upon the value of the separate and combined personal property holdings of the couple.

If each of a couple is an applicant and/or recipient and the personal property of each spouse does not exceed \$1,200, but their combined personal property holdings exceed \$2,000, aid is granted (or continued) to one spouse and aid for the other spouse is denied (or discontinued). The decision, when aid can be granted to either one of the couple but cannot be granted to both, as to which one shall receive aid rests with the couple. If it is to their advantage to grant to one rather than the other, this is explained.

Each of a couple is presumed to own a one-half interest in community personal property, regardless of which spouse holds the property. All personal property held in the name of the spouse of a married person is presumed to be community property unless evidence establishes it to be separate property. Exception: Burial trusts and interment plots are considered the separate property of the spouse who is to be the beneficiary or user.

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A-135.20

PROPERTY

Old Age Security

A-135.20 PERSONAL PROPERTY ITEMS TO BE INCLUDED**A-135.20**

The net value of the following items is included in the total evaluation of personal property:

1. Cash, savings accounts, securities, etc.
2. Notes, mortgages and deeds of trust.
3. Motor vehicles as determined by multiplying the vehicle license fee by \$50. Exception: When the vehicle is wrecked or damaged to such an extent that the "Vehicle License Fee" method of evaluation is unrealistic, the market value is used.
4. The cash surrender value of life insurance, including burial insurance, on the life of the applicant or recipient and on the life of the spouse.
5. Burial trusts or similar funds.
6. Interment plots, crypts, vaults, etc., when retained for use of the owner (See Sec. A-132.30, Item 3). Such a space shall be evaluated at \$50 regardless of purchase price.
7. The lessee's interest in a lease of real property for a period of years. Exception: See W&IC 2163.5.
8. Commercial or other business enterprises including farm equipment, the value of livestock and fowl other than that retained for family use only, etc.
9. Interests in firms in receivership.
10. Interests in undistributed estates if the property is available prior to distribution.
11. Interests in trust funds of which the applicant or recipient is beneficiary if the property is in fact available.
12. Interests in property assigned to fraternal, benevolent or nonprofit institutions without a life care contract. Such an interest shall be evaluated and included in total personal property holdings if, a) the person owns other personal property, or b) the value of the property assigned was in excess of the code limitation. The value of the interest is the estimated market value of the property at the time of the assignment less the value of care and maintenance rendered since the date of the assignment.

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Old Age Security

PROPERTY

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A-135.30 PERSONAL PROPERTY ITEMS TO BE EXCLUDED

A-135.30

In addition to the items specifically excluded as personal property in the W&IC (2020.01, 2163.1, 2163.2, 2163.4, 2163.5, 2165d) the value of the following items is excluded when evaluating total personal property.

1. Personal property owned by minor children of an applicant or recipient including insurance policies on the lives of minor children.
2. Funds held in an escrow account if the escrow can be revoked only upon the consent of all parties involved.

A-135.40 ENCUMBRANCES ON PERSONAL PROPERTY

A-135.40

In addition to the types of liabilities commonly considered encumbrances (loans, attachments for debts, taxes, etc., chattel mortgages, liens, etc.) the following are considered encumbrances in evaluating personal property:

1. The unpaid balance of the purchase price of property being purchased under a conditional sales contract.
2. The amount paid on the principal for property being sold under a conditional sales contract.
3. Funeral expenses when all or part of personal property received through the death of a spouse is to be used to defray such expenses.

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A-136	PROPERTY	Old Age Security
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A-136	DIFFERENTIATION OF PERSONAL PROPERTY AND INCOME	A-136
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Non recurring lump sum payments from the following sources are considered personal property rather than income:

1. Judgments, out of court settlements, and payments received because of compensation laws
2. Inheritances
3. Payments received by the insured from the surrender or maturing of insurance policies
4. Payments received as the beneficiary of insurance carried by the deceased spouse, including OASI lump sum death payments, received as spouse of an insured worker
5. Payments received as a refund of excess premium payments on National Service Life Insurance
6. Payments received by the recipient and his spouse from retirement or pension systems
7. Sale of real or personal property. Exception: See Sec. A-137.20
8. Personal income tax refunds.

A-137	ACQUISITION AND CONVERSION OF REAL OR PERSONAL PROPERTY	A-137
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A-137.10	ACQUISITION OF PROPERTY	A-137.10
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Real or personal property may be acquired by a recipient through purchase, exchange, inheritance or gift without affecting eligibility provided the value of such property together with other property holdings does not exceed the limitations specified in the code.

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PROPERTY

A-137.30

A-137.20 CONVERSION OF REAL PROPERTY**A-137.20**

Real property may be converted to personal property or to other real property without causing ineligibility provided that the total value of the resultant holdings is within the maximum permitted by the code and that the transfer is not one which causes ineligibility. (See Sec. A-138.30)

If the applicant or recipient converts real property to personal property and plans to use the proceeds to purchase a home for his own occupancy, eligibility is not affected by the possession of the proceeds from such sale between the time of receipt of the proceeds and the purchase of a home or the expiration of six months, whichever is earlier. If a home is purchased within a six-month period and the cost of the home is less than the proceeds received from the sale of real property, the balance is evaluated as personal property as of the first of the following month. However, if the recipient must make immediate repairs in order that the purchased property will provide a suitable home for himself, allowance for the cost of such repairs is made when determining whether the cost of the home is less than the proceeds received from the sale.

A-137.30 CONVERSION OF PERSONAL PROPERTY**A-137.30**

Personal property of one type may be converted to real property or to other personal property without causing ineligibility provided that the total value of the resultant holdings is within the maximum permitted by the code and that the transfer is not one which causes ineligibility. (See Sec. A-138.30)

Personal property, even in excess of the maximum allowed in the code, may be used for purchase of real property without causing ineligibility if the total value of the resultant holdings is not in excess of the allowable maximum.

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A-138

PROPERTY

Old Age Security

A-138 TRANSFER OF PROPERTY

A-138

A-138.10 APPLICANT OR RECIPIENT'S RESPONSIBILITY

A-138.10

Applicants and recipients are responsible, in so far as able, for giving all available information to assist the county in determining whether a transfer of property was made in order to qualify for aid, to qualify for a larger amount of aid or to avoid utilization. Recipients are also responsible for immediately notifying the county of any transfer which occurs after aid is granted.

A-138.20 TRANSFERS OF REAL OR PERSONAL PROPERTY WHICH DO NOT RESULT IN INELIGIBILITY

A-138.20

A-138.21 TRANSFER FOR FAIR CONSIDERATION

A-138.21

A transfer of property in which the grantor receives fair consideration, in light of current property values, in return for his equity does not result in ineligibility provided that the resultant holdings are within the maximum allowed.

A-138.22 TRANSFER TO SATISFY A DEBT

A-138.22

A transfer of property to satisfy a bona fide debt or obligation in an amount which represents a reasonably adequate consideration for the grantor's equity does not result in ineligibility. Due to the mutual obligation existing between parent and child, support given to a parent is not a valid debt unless there is evidence that the child became indebted in order to render the assistance or that the assistance given otherwise resulted in undue hardship on him or his immediate family.

A-138.23 TRANSFER WHEN FORECLOSURE IMMINENT

A-138.23

Transfer or assignment of property when foreclosure or repossession is threatened, or when it is clear that such property cannot be retained, does not result in ineligibility unless there is evidence of collusion. When there is evidence that a grantor was unable to refinance the property due to the necessity for payment of a substantial sum on the principal or because of his advancing years and diminishing ability to make payments, the transfer may be held to involve property in which foreclosure was imminent.

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Old Age Security

PROPERTY

A-138.25

A-138.24 TRANSFER OF SEPARATE PROPERTY OF THE SPOUSE

A-138.24

The transfer by a spouse of his or her separate real or personal property does not affect the eligibility of the other spouse.

A-138.25 TRANSFER WITH RETENTION OF LIFE ESTATE

A-138.25

There is a presumption that real property transferred with retention of life estate does not affect eligibility unless the presumption is refuted. The life estate agreement must be written and recorded.

1. Home property

Transfer of real property at any time with the retention of life estate does not result in ineligibility when the property is the home of the grantor and will continue to be utilized to meet his housing need.

2. Property other than the home

Transfer of real property with retention of life estate within two years prior to application does not result in ineligibility if:

- a. The property is being utilized or a plan for utilization is in progress and the transfer does not preclude future utilization by the life tenant, or
- b. Utilization of the property is not feasible and sale would be a useless act. (See Sec. A-133.56, Item 3)

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A-138.30

PROPERTY

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A-138.30 TRANSFERS OF REAL OR PERSONAL PROPERTY WHICH RESULT IN
INELIGIBILITY

A-138.30

A-138.31 TRANSFER IN RETURN FOR LIFE CARE

A-138.31

A transfer of property subject to the condition that the grantee will provide full support for the grantor for the remainder of his life renders the grantor ineligible. If an enforceable contract provides for less than full support, the value of the support provided shall be considered income. (See Sec. A-960)

A-138.32 TRANSFER FOR PURPOSE OF REDUCING HOLDINGS WITHIN STATUTORY
MAXIMUM

A-138.32

A transfer of property in order to reduce remaining holdings within the statutory maximum results in ineligibility. If the transfer occurred more than two years prior to the date of application, there is a presumption that the transfer was made in good faith and not for the purpose of qualifying for aid.

A-138.33 TRANSFER OF REAL PROPERTY FOR THE PURPOSE OF AVOIDING
UTILIZATION

A-138.33

Even though the county assessed value less encumbrances of real property owned by an applicant or recipient is within the statutory maximum, a transfer of all or a portion of such property results in ineligibility if the transfer is made:

1. To avoid utilization of the property, or
2. To safeguard future eligibility status by divesting the applicant or recipient of proceeds which he would receive if the property were to be sold.

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Old Age Security

PROPERTY

A-138.36

A-138.34 TRANSFER OF REAL PROPERTY WITH RETENTION OF LIFE ESTATE

A-138.34

Transfer of real property with retention of life estate as the only consideration results in ineligibility if:

1. The transfer occurred within two years prior to the application, and
2. Utilization of the property was not feasible but the market value was such that personal property holdings would have exceeded the maximum had the property been sold. (See Sec. A-133.56, Item 2)

A-138.35 RELINQUISHMENT OF LIFE ESTATE TO AVOID UTILIZATION

A-138.35

Relinquishment of a life estate in real property is presumed to be for the purpose of avoiding utilization if:

1. The property is being utilized by the life tenant either as his home or in another way, or utilization is feasible, and
2. The life tenant does not receive adequate consideration.

Unless this presumption is refuted, ineligibility results.

Adequate consideration for a life estate relinquished two or more years prior to application must be consistent with the value as determined by applying the California State Gift Inheritance Tax formula.

Adequate consideration for a life estate relinquished less than two years prior to the application must be consistent with the net sale value of the property unless the remainderman actually has an investment in the property in which event the value of the life tenant's interest would be modified by the remainderman's investment.

A-138.36 TRANSFER OF INCOME PRODUCING PERSONAL PROPERTY

A-138.36

There is a presumption that a transfer of income producing personal property is for the purpose of qualifying for a greater amount of aid. Unless this presumption is refuted ineligibility results.

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A-138.40

PROPERTY

Old Age Security

A-138.40 DURATION OF INELIGIBILITY DUE TO TRANSFER OF REAL OR PERSONAL PROPERTY A-138.40

The period of ineligibility following a transfer of real or personal property which results in ineligibility begins the first day of the month following that in which the transfer occurred. This period is not extended because of income received during the period.

Aid paid to a recipient during the period of ineligibility has no effect on the period of ineligibility. A right to request repayment exists for all aid granted during such period.

The duration of the period of ineligibility is based upon the period that a reasonable return for the grantor's equity in the property, had it been sold, would have supported the grantor and those dependent upon him. The following scale is used to determine the monthly maintenance allowance for an individual with, and without, dependents: (A dependent is one whose major support has come from the applicant or recipient.)

1 person	\$150.00
1 person with one dependent	200.00

The maintenance figure shall be increased by \$50 for each additional dependent.

If there are two or more transfers resulting in ineligibility, the period of ineligibility is the sum of the periods resulting from each transfer and shall begin with the date of the first transfer.

The period of ineligibility ends if the property which was transferred and which caused ineligibility is reconveyed to the grantor, or if he receives reasonably adequate consideration for it subsequent to the transfer.

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Regulations

RESPONSIBLE RELATIVES

A-152

A-150 RESPONSIBILITY OF RELATIVES - GENERAL

A-150

Responsible relatives are those who are responsible for the support of another person because of their relationship through a blood tie or as the result of a contract, such as marriage or adoption.

Relatives whose liability to support must be determined under W&IC 2181 and W&IC 2224 are, in order of their responsibility, the spouse and the adult children.

A responsible relative who is an applicant for or recipient of public assistance is not held liable for a contribution from his grant of aid to other persons for whom he is legally responsible.

A-151 RESPONSIBILITY OF SPOUSE

A-151

The degree of liability of a spouse is determined under the Relatives' Contribution Scale only when he or she has separate income.

A-152 RESPONSIBILITY OF ADULT CHILD

A-152

The maximum liability of an adult child under the Relatives' Contribution Scale for two living parents is the same as for one parent.

An adult child's maximum liability while living in the home of a parent who is an applicant or recipient is measured according to the Relatives' Contribution Scale as though he were not in the home. Payment of room and board by an adult child to an applicant or recipient does not alter the child's degree of liability for the parent.

An emancipated minor child has the same liability under the Relatives' Contribution Scale as an adult child.

An adult child who has been freed of responsibility for the support of a parent under the provisions of Civil Code 206.5 or 206.7 has no liability under the Relatives' Contribution Scale, regardless of his income.

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A-153

RESPONSIBLE RELATIVES

Regulations

A-153 DETERMINATION OF LIABILITY UNDER RELATIVES' CONTRIBUTION SCALE A-153

A-153.1 DEFINITION OF DEPENDENT A-153.1

In determining liability under the Relatives' Contribution Scale, a dependent is a person for whom the relative provides the major portion of support in or out of the home. Only one relative can claim any given person as a dependent.

A-153.2 DETERMINATION OF RELATIVE'S NET INCOME A-153.2

The gross income of an adult child is the total amount of income from all sources before deductions for taxes, insurance, retirement contribution, bonds, etc.

The gross income of a married son is the sum of:

- a. his own earnings;
- b. his separate income from property or any other source;
- c. all community income except earnings of his spouse.

The gross income of a married daughter is the sum of:

- a. her own earnings;
- b. her separate income from property or any other source.

The following deductions from total gross income are made as appropriate:

- a. Traveling expenses incurred while away from home in pursuit of a trade or business which are not reimbursed by the employer. (This does not include transportation costs from home to place of business.)
- b. Expenses necessary to derive income from real or personal property, such as principal, interest, taxes, insurance, repairs, etc.
- c. Expenses necessary to the operation of a farm or business or conduct of a trade or profession, such as interest and principal payments, depreciation, taxes, salaries and wages, cost of merchandise sold, rent, repairs, supplies, travel, and all other expenses necessary to operate and maintain an enterprise and preserve the capital investment. Obligations for the business or farm operation which are due but unpaid are allowable.

Net income is determined by deducting 20% of this remainder.

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A-153.3

DEGREE OF LIABILITY

A-153.3

Form Ag 225, Statement of Responsible Relative, is used to obtain information essential to the determination of the relative's liability as required under W&IC 2225.

On return of the completed form county action is required as follows:

- a. If the county has reason to believe that the information reported by the relative on Form Ag 225 is not accurate, the county is responsible for further investigation into the financial circumstances of the relative before recommendation as to the amount of liability. The consent of the relative involved is to be obtained before any inquiry is made of the employer of the relative.
- b. If Form Ag 225 and any other information obtained as the result of investigation shows no liability for support, a determination of non-liability is made by the county welfare department.
- c. If the Form Ag 225 shows that the relative will contribute as much as or more than the liability prescribed by the Relatives' Contribution Scale, the board of supervisors or its authorized representative sets liability at the amount prescribed by the Relatives' Contribution Scale.
- d. If the Form Ag 225 shows that the relative will contribute less than his apparent liability or that he will make no contribution, the relative is to be notified of the amount he appears liable to contribute and informed that if he is unable to contribute the specified amount, he may send in additional information regarding his circumstances within a specified period not to exceed 60 days.

If the relative reports any unusual circumstances interfering with his ability to contribute, those are to be taken into consideration in determining liability.

A recommendation as to the amount of liability is made to the board of supervisors not later than the first month following the end of the specified period.

The relative is to be notified of the amount of his liability as fixed by the board of supervisors. (See Sec. _____ Forms Ag 246 and 246A)

When Form Ag 225, Statement of Responsible Relative, is not returned within the 10- or 30-day limit, whichever is appropriate, the county is responsible for making suitable further effort to secure the completed statement. If 30 days after the statutory 10- or 30-day limit it has not been possible to secure a completed Form Ag 225, this fact is reported to the board of supervisors. If there is evidence that the relative knowingly failed to complete and return the form, the matter is referred by the board of supervisors to the district attorney for appropriate action under W&IC 2008.

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A-153.4	RESPONSIBLE RELATIVES	Regulations
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A-153.4	EVALUATION OF FREE RENT	A-153.4
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If a responsible relative is giving free rent to the applicant or recipient in a separate dwelling or apartment, the value of such a contribution is fixed at the amount of rental income which the property would normally provide, rather than the value to the recipient of the free rent provided.

A-154	CHANGE IN RELATIVE LIABILITY	A-154
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When reinvestigation reveals or the relative reports changes in his circumstances, the county welfare department recommends to the board of supervisors whatever changes in liability the facts justify. The relative is to be notified of changes in his liability.

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FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

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OCT 27 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

OCT 27 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: October 25, 1955

By:

George F. Wyman

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

OCT 27 1955

At 12:04 o'clock P.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

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FINDING OF EMERGENCY RE REVISED REGULATIONS
OAS MANUAL POLICIES AND PROCEDURES

The regulations contained in amendments to Chapter 01 and 13 of the revised Manual of Policies and Procedures for Old Age Security are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 (b) of the Government Code. Notice and public procedure thereon are impracticable, unnecessary and contrary to public interest. The facts constituting the public emergency are:

The regulations affected by these amendments were adopted pursuant to public hearing requirements of the Government Code in March and June of this year to become effective November 1, 1955, with the issuance of a revised plan of promulgating regulations with respect to Old Age Security. Changes in law affected by the 1955 Legislature required the enactment of interim regulations to become effective September 7, 1955, and October 1, 1955, prior to the time the revised manual was scheduled for release. It is, therefore, necessary to incorporate these interim regulations into the revised manual of regulations adopted at an earlier date by the State Social Welfare Board for issuance on November 1, 1955. It is, therefore, necessary that the accompanying amendments become effective November 1, 1955, in order that counties administering the Old Age Security program will be provided with a single set of consistent regulations.

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Regulations DETERMINATION OF ELIGIBILITY A-010.13

A-010 COUNTY RESPONSIBILITY - GENERAL A-010

The county is responsible for receiving requests and applications for OAS, for assisting applicants in securing evidence of eligibility, for determining eligibility or ineligibility, for authorizing and paying aid in the correct amount promptly to eligible persons, for providing information as to availability of services by other agencies, and for providing such other services as the individual may require and the county may be able to render. (See also Sec. A-114.70)

Persons authorized to act as agents of the board of supervisors under W&IC 7.1 and 2183.9 shall be designated and such agents shall be persons who direct, supervise or perform the determination of eligibility.

A-010.10 DEFINITIONS A-010.10

A-010.11 REQUEST FOR INFORMATION A-010.11

A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that he is in need and reflects a desire to obtain general information relative to assistance programs or points of agency policy.

A-010.12 REQUEST FOR AID A-010.12

A request for aid is made when an individual indicates that he is in need and asks for financial assistance. The county shall assist him, if necessary, in specifying the program for which he might qualify.

A-010.13 APPLICATION A-010.13

A request for aid is considered an OAS application when the prescribed application form has been completed and signed by or on behalf of the applicant and acknowledged by the county.

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A-010.14 REQUEST FOR RESTORATION

A request for aid is considered a request for restoration of OAS when made in writing, dated and signed by or on behalf of a former recipient whose OAS grant was discontinued by the same county within 12 months prior to date of the request. Exception: If OAS was discontinued due to income from employment, and within one year from the effective date of such discontinuance the former recipient asks that OAS again be paid, such request shall be considered a request for restoration regardless of the county in which aid was previously discontinued. Exception: No signed request for restoration is required for a restoration after confinement in a public institution as provided for in W&IC 2160.6 or after a one month discontinuance for adjustment of overpayment. (See Secs. A-014.20 and A-1312-B)

A-010.15 REAPPLICATION

A request for aid is considered a reapplication for OAS when the prescribed application form has been completed and signed by or on behalf of a person (a) whose former application to the same county was denied or withdrawn, or (b) who was formerly a recipient in the county receiving the request but whose aid has been discontinued for a period of more than 12 months.

A-011.10 WHO MAY APPLY

Any person who believes himself eligible for OAS has a right to apply for such aid and his application shall be received by the county. Exception: W&IC 2180.1 and 2182.

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the aid for which he will apply.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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Regulations

DETERMINATION OF ELIGIBILITY

A-011.14

A-011.11 APPLICATION IN PERSON OR BY AUTHORIZED REPRESENTATIVE

A-011.11

The person desiring aid, when able, shall complete and sign the application for OAS, Form Ag 200, in person at the county welfare department. When he is physically unable to apply in person and he makes known to the county welfare department his desire to apply, or has his authorized representative make application for him (by presentation of a written statement that he is the applicant's authorized representative, and completion of the Application by Authorized Representative of the Applicant, Form Ag 200-B) the county shall, as soon as possible, call in the home of the applicant and secure the completed and signed application, Form Ag 200.

A-011.12 APPLICATION BY GUARDIAN OF PERSON

A-011.12

If an applicant has a guardian of his person, the application shall be signed both by the guardian and the applicant (the ward). Both signatures are also required on all other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the person is the only signature required on affidavits or other documents pertaining to the person or whereabouts of the ward.

A-011.13 APPLICATION BY GUARDIAN OF ESTATE

A-011.13

If the applicant has a guardian of his estate, the signature of both the guardian and the applicant (the ward) are required on the application form and all other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the estate is the only signature required on documents pertaining solely to the finances and property of the ward.

A-011.14 APPLICATION BY GUARDIAN OF BOTH PERSON AND ESTATE

A-011.14

If an applicant has a guardian of both his person and estate, only the signature of the guardian is valid on the application and all documents relating to the applicant (the ward) or his financial affairs.

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Regulations

DETERMINATION OF ELIGIBILITY

A-011.40

A-011.40 APPLICATION INTERVIEW

A-011.40

The county shall interview the applicant and/or the guardian at the time the application is signed or as soon thereafter as possible. In this interview the county shall discuss:

1. The eligibility requirements in terms of the objectives and limitations of the program
2. His responsibility for reporting all facts material to a correct determination of eligibility and grant
3. The joint responsibility which the county and the applicant have for exploration of all the facts concerning eligibility, needs and income, and the applicant's responsibility for presenting records or documents in his possession to support his statements
4. The confidential nature of all information given
5. The kinds of verification needed to establish eligibility
6. That all investigation will be undertaken with the full knowledge and consent of the applicant
7. The applicant's responsibility for notifying the county immediately of all changes in circumstances
8. The availability of assistance or service under some other program either public or private if the applicant appears ineligible for OAS.

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Regulations

DETERMINATION OF ELIGIBILITY

A-014.30

A-014.30 RESTORATION FOLLOWING DISCONTINUANCE DUE TO EMPLOYMENT

A-014.30

To effect restoration as provided for in W&IC 2183.9 aid shall be conditionally granted (provided that the individual's statements indicate that he is eligible) if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested. (See Sec. A-1302) "Employment" is defined as any activity undertaken for remuneration either in cash or in kind.

When evidence conclusively supports eligibility to receive aid the authorization document shall contain the statement "eligibility established."

When aid is to be granted conditionally, the authorization document shall contain the statement "conditional grant-presumptive eligibility" and the investigation shall be continued with diligence.

When aid has been granted conditionally, and upon completion of investigation the facts show eligibility to continued aid, two authorization actions are necessary:

1. Authorization of the amount of grant to be paid for the coming month and to change the participation status from nonfederal to the appropriate participation status beginning with the coming month.
2. Form Ag 278(a) shall be completed to report detail of the need and income in each month for which a conditional payment was made, and to initiate the appropriate change in participation status for each such month. (Retroactive claim for federal participation is then made by use of Form AB 816 submitted with a monthly claim. See Appendix, Sec. F-520, Item A-2.)

When aid has been granted conditionally, and upon completion of the investigation the facts establish that the recipient has been ineligible for payments already made, and is ineligible for payments for future months, aid shall be discontinued.

When aid has been granted conditionally, and upon completion of investigation the facts establish that the recipient is ineligible for future aid, but was eligible to receive the aid paid to him during one or more months for which he was paid conditionally, Form Ag 278(a), Sec. I, shall be completed to indicate the appropriate change in participation status. Retroactive claim shall be made for such federal participation as may be available by use of Form AB 816. (See Appendix, Sec. F-520, Item A, 1.)

When restoration is requested in another county (second county) by a person whose aid was discontinued due to employment (by the first county) and who has established residence in the second county, the second county shall secure a signed application, Form Ag 200. The second county is responsible for determining eligibility and granting aid to those eligible within 30 days from the date the application was signed. The authorization document shall be designated as a "restoration." The former recipient shall complete Form AB 204. The second county shall request from the first county copies of the prior application, the last affirmation of eligibility, notification of discontinuance, and a summary of eligibility determinations. (See Sec. A-010)

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A-135.10

PROPERTY

Regulations

A-135.10 PERSONAL PROPERTY ITEMS TO BE INCLUDED

A-135.10

The following items (including those subject to purchase or sale under a conditional sales contract) are evaluated as personal property:

1. Cash, savings accounts, securities, etc.
2. Notes, mortgages and deeds of trust.
3. Motor vehicles as determined by multiplying the vehicle license fee by \$50. Exception: When the vehicle is wrecked or damaged to such an extent that the "Vehicle License Fee" method of evaluation is unrealistic, the market value is used.
4. The cash surrender value of life insurance, including burial insurance, on the life of the applicant or recipient and on the life of the spouse.
5. Burial trusts or similar funds.
6. Interment plots, crypts, vaults, etc., when retained for used of the owner (See Sec. A-132.30, Item 3). Such a space shall be evaluated at \$50 regardless of purchase price.
7. The lessee's interest in a lease of real property for a period of years. Exception: See W&IC 2163.5.
8. Commercial or other business enterprises including farm equipment, the value of livestock and fowl other than that retained for family use only, etc.
9. Interests in firms in receivership.
10. Interests in undistributed estates if the property is available prior to distribution.
11. Interests in trust funds of which the applicant or recipient is beneficiary if the property is in fact available.
12. Interests in property assigned to fraternal, benevolent or nonprofit institutions without a life care contract. Such an interest shall be evaluated and included in total personal property holdings if, a) the person owns other personal property, or b) the value of the property assigned was in excess of the code limitation. The value of the interest is the estimated market value of the property at the time of the assignment less the value of care and maintenance rendered since the date of the assignment.

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A-138.40

PROPERTY

Regulations

A-138.40 DURATION OF INELIGIBILITY DUE TO TRANSFER OF REAL OR
PERSONAL PROPERTY

A-138.40

The period of ineligibility following a transfer of real or personal prop-
erty which results in ineligibility begins the first day of the month following that
in which the transfer occurred. This period is not extended because of income re-
ceived during the period.

Aid paid to a recipient during the period of ineligibility has no effect
on the period of ineligibility.

The duration of ineligibility due to a transfer of real property is the
period during which a reasonable return for the grantor's equity in the property, had
it been sold, would have supported the grantor and those dependent upon him. The
duration of ineligibility due to a transfer of personal property is the period during
which the amount of personal property in excess of the statutory maximum at the time
of the transfer would have supported the grantor and those dependent upon him.

The following amounts are used as the monthly maintenance allowance for an
individual with, and without, dependents: (A dependent is one whose major support
has come from the applicant or recipient.)

1 person \$150.00

1 person with spouse, or,
1 person with one dependent \$200.00

(The allowance is increased by \$50 for each additional dependent)

If there are two or more transfers resulting in ineligibility, the period
of ineligibility is the sum of the periods resulting from each transfer and shall
begin with the date of the first transfer.

The period of ineligibility ends if the property which was transferred and
which caused ineligibility is reconveyed to the grantor, or if he receives reasonably
adequate consideration for it subsequent to the transfer.

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A-014.20 RESTORATION FOLLOWING DISCONTINUANCE DUE TO CONFINEMENT IN A PUBLIC INSTITUTION A-014.20

To effect restoration as provided for in W&IC 2160.6 two authorization documents shall be approved at the time aid is discontinued. On one form discontinuance shall be authorized effective the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical care, the last day of the month in which the eligibility period is completed. On the second form restoration is authorized with no beginning date of aid specified. Upon release of the recipient from the institution the second authorization form is completed showing the date of release. A warrant is then issued for the balance of the month during which the recipient was not an inmate.

A-015 CONTINUING INVESTIGATION REQUIREMENT A-015

A-015.10 COUNTY RESPONSIBILITY FOR CONTINUING INVESTIGATION A-015.10

The county is responsible for such continuing investigation as is necessary to insure payment only to eligible recipients, to insure payment of aid in the correct amount, to assist recipients to meet needs as fully as possible, and to assist recipients to make maximum use of their resources and capacities.

A-102 EVIDENCE OF AGE A-102

In addition to the kinds of age evidence listed in W&IC 2162, any record, document, or written statement showing the birth date or the age of the applicant at a given date is admissible as evidence of age. (See Secs. A-012.50 and A-012.60.)

A-132.10 DETERMINATION OF VALUE OF REAL PROPERTY A-132.10

The value of real property holdings is the total verified county assessed value of all real property owned less the total verified amount of encumbrance against all of such property. If real property holdings are not assessed and it is impossible to obtain an assessment, one-half of the market value is used.

When the applicant or recipient and/or spouse is not the sole owner of real property only his or their proportionate share is included in the total value.

A-132.30 REAL PROPERTY ITEMS TO BE INCLUDED A-132.30

In addition to those items commonly considered to be real property, and those items defined in the W&IC as real property (2165d, 2163.4, 2163.5, 2163.7 and 2163.1) the following items are included:

1. Real property being bought or sold under contract of sale
2. Real property being sold while it is held in escrow
3. Cemetery property held for profit
4. Real property in which the applicant or recipient holds a vested future interest as remainderman.

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A-132.50 REAL PROPERTY ITEMS TO BE EXCLUDED

A-132.50

In addition to the exception stated in W&IC 2165a, the following items are to be excluded in evaluating real property holdings:

1. An Indian's interest in land held in trust by the United States Government
2. A remainderman's interest in real property where it is contingent
3. Real property in which the applicant or recipient holds life estate
4. Real property owned by minor children of the applicant or recipient.

A-132.70 ENCUMBRANCES ON REAL PROPERTY

A-132.70

In addition to the types of liabilities commonly considered encumbrances (mortgages, deeds of trust, delinquent tax liens, judgment liens, mechanic's liens, assessments, etc.) the following are considered encumbrances in evaluating real property:

1. The unpaid balance of the purchase price of property being purchased under contract of sale
2. The amount paid on the principal for property being sold under a contract of sale.

A-138.10 RESPONSIBILITIES IN PROPERTY TRANSFERS

A-138.10

Applicants and recipients are responsible, in so far as able, for giving all available information to assist the county in determining whether a transfer of property was made in order to qualify for aid, to qualify for a larger amount of aid or to avoid utilization. Recipients are also responsible for immediately notifying the county of any transfer which occurs after aid is granted.

A-135.05 DIVISION OF PERSONAL PROPERTY WITH SPOUSE

A-135.05

Separate personal property owned by the applicant or recipient and his share of community personal property is included in evaluating total property holdings. The separate personal property of a spouse who is not an applicant for or recipient of OAS is not included in evaluating total personal property holdings of the applicant or recipient.

When the spouse with whom a recipient is living applies for OAS, continuing eligibility of the recipient depends upon the value of the separate and combined personal property holdings of the couple.

If each of a couple is an applicant and/or recipient and the personal property of each spouse does not exceed \$1,200, but their combined personal property holdings exceed \$2,000, aid is granted (or continued) to one spouse and aid for the other spouse is denied (or discontinued). The decision, when aid can be granted to either one of the couple but cannot be granted to both, as to which one shall receive aid rests with the couple. If it is to their advantage to grant to one rather than the other, this is explained.

Each of a couple is presumed to own a one-half interest in community personal property, regardless of which spouse holds the property. All personal property held in the name of the spouse of a married person is presumed to be community property unless evidence establishes it to be separate property. Exception: Burial trusts and interment plots are considered the separate property of the spouse who is to be the beneficiary or user.

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FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 15 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

DEC 15 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: December 14, 1955

By:

George K. Nipman

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

DEC 15 1955

At 2:00 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By:

Edmund J. Smith
Assistant Secretary of State

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AI-111 FILING OF APPLICATION

AI-111

Application for license shall be filed by any person or organization planning to conduct an institution for aged persons as soon as definite plans for operation have been made and a location selected.

AI-112 CONFORMITY TO RULES AND REGULATIONS

AI-112

Applicants for license and licensees shall conform to all applicable rules and regulations of the State Department of Social Welfare.

Institutions which demonstrate substantial conformity to these rules and regulations, but which fail to conform in every detail may be licensed only when the extent of deviation from the rules and regulations is small and when it is determined that licensing of the institution is in the best interests of the aged persons involved. Renewal of a license issued on the basis of substantial conformity is contingent upon correction of deviations according to an agreed upon plan and/or continued determination that the deviations are not hazardous to aged persons.

Existing institutions licensed prior to the effective date of these regulations will be given a reasonable period of time to conform to revised or new rules and regulations.

AI-113 CONFORMITY TO TERMS OF THE LICENSE

AI-113

Licensees shall conform to all terms and conditions of the license.

Violation of any of the terms or conditions of the license shall be cause for revocation.

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(Pursuant to Government Code Section 11380.1)

AI-114 APPLICATION PROCEDURE-CONFORMITY-ADVERTISING-REPORTS Regulations

AI-114 POSTING OF LICENSE AI-114

The license shall be posted in a conspicuous place in the institution

AI-115 ADVERTISING AI-115

No institution for the aged shall advertise or publish information to the effect that hospital or nursing home service is being given, unless the home is also licensed by the State Department of Public Health, nor indicate that mentally ill patients are accepted for care without having a license from the State Department of Mental Hygiene.

Institutions which have been using names which are misleading to the general public by indicating that the above services are authorized when they are not, shall discontinue the use of such names within one year after the effective date of these rules and regulations.

AI-116 REPORTS TO THE SDSW AI-116

In addition to the reports required under W&IC Sec. 2308, all institutions for the aged shall file with the SDSW such reports as are required to determine initial and continuing eligibility to license.

Plans to move to a new location, to construct new buildings or remodel existing ones, to sell or lease the property to another person or organization shall be reported to the SDSW at the earliest possible time.

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CALIFORNIA-SDSW-MANUAL-AGED INSTITUTIONS

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Regulations	ORGANIZATION AND ADMINISTRATION	AI-123
AI-121	LEGAL ORGANIZATION - ALL INSTITUTIONS	AI-121
The organization of every institution shall be such that legal responsibility is clearly defined and administrative authority specifically placed.		
AI-122	RESPONSIBILITY OF OPERATORS OF PROPRIETARY INSTITUTIONS	AI-122
The operator of a proprietary institution is responsible for:		
a. Providing adequate services to the aged persons accepted for care in accordance with the rules and regulations of the SDSW.		
b. Development of policies and procedures necessary for the operation of the home, including admission policies.		
c. Establishing a financial base for operation in conformity with the finance sections of these regulations. (See Chapter 13)		
d. Employment of sufficient, qualified staff. (See Personnel Sections.)		
e. Correct interpretation of the services of the home to the community, and to the particular groups and agencies which may wish to use the facility.		
AI-123	ORGANIZATION OF NONPROFIT INSTITUTIONS	AI-123
Institutions operated for benevolent or charitable purposes and not for profit shall have a legal organization and internal structure that provide for:		
a. Placement of responsibility in an appropriate governing body.		
b. Representation from the sponsoring groups or organizations, if any, and from the geographical community in which the home is located on the governing board or on a subsidiary board or committee acting in an advisory capacity to the governing board.		
c. Delegation of administrative responsibility.		

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AI-123.30	ORGANIZATION AND ADMINISTRATION	Regulations
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AI-123.30	SIZE OF BOARDS - NONPROFIT INSTITUTIONS	AI-123.30
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Governing and advisory boards established to carry responsibility for the operation of an institution shall be large enough to carry their responsibilities, but not too large to function efficiently.

AI-123.50	BOARD MEMBERS	AI-123.50
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No board member shall profit by reason of his membership on the board, nor be employed by the institution.

AI-124	FUNCTIONS OF THE LEGALLY RESPONSIBLE BODY - NONPROFIT INSTITUTIONS	AI-124
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The following functions shall be carried by the responsible governing body and/or any advisory boards and committees established by the organization:

- a. Provision of adequate services to the aged persons accepted for care, in accordance with the established purpose of the institution and the rules and regulations of the State Department of Social Welfare.
- b. Development and approval of the basic policies governing all aspects of the operation of the home.
- c. Establishment of a financial base for operation, in accordance with Chapter 13 of these regulations; approval of the budget, maintenance of adequate funds for daily operation and reserves for future contingencies, and exercise or establishment of trusteeship for property and investments.
- d. Maintenance of qualified membership on all boards and committees.
- e. Appointment of a qualified director to whom responsibility for administration of the home shall be delegated.

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Regulations	FINANCES	AI-133
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AI-131	FINANCIAL BASE - ALL INSTITUTIONS	AI-131
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Every institution shall have a financial structure which will insure that adequate funds are available at all times to provide a satisfactory level of services to the aged persons accepted for care.

AI-132	FINANCIAL RESERVES	AI-132
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Resources for Annual Budget - All Institutions

Every institution shall have sufficient resources in the form of financial reserves, anticipated income, or guarantees by a responsible governing board, to meet the estimated operating costs for the year.

Cash - All Institutions

Cash or other liquid assets sufficient to meet current obligations shall be available at all times.

Liquid Reserves - New Institutions

New institutions which cannot demonstrate predicted income based on experience shall have available at the beginning of operation sufficient liquid reserves to cover estimated operating expenses for at least three months.

AI-133	REFUND POLICIES	AI-133
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Every institution shall establish a refund policy stating whether and under what conditions refunds of advance payments for care will be made to persons leaving the home.

Refund policies shall be in writing and shall be made known to residents and/or the person or agency assuming financial responsibility for the resident at the time of, or prior to, acceptance of fees, deposits or other payments.

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AI-134 FINANCES Regulations

AI-134 ADMISSION AGREEMENTS - ALL INSTITUTIONS A-134

All financial arrangements with residents shall be in writing, in the form of individual agreements completed prior to or at the time of admission and signed by both a properly authorized representative of the institution and the resident (or a responsible relative or agency).

Each financial agreement, when completed, shall include the charges agreed upon, period to be covered, the services to be provided for the fee, the services for which additional charges will be made, the refund policy and the pertinent dates and signatures.

A copy of the financial agreement shall be made available to the resident and/or to a responsible relative or agency.

(See W&IC Sec. 2353 for additional detail required in all life care agreements.)

AI-135 PROPERTY OF RESIDENTS - PROPRIETARY INSTITUTIONS AI-135

No institution nor any staff member thereof unless appointed by and accountable to a court shall handle financial transactions for a resident or accept responsibility for a resident's property, other than clothing, personal effects and room furnishings. This regulation shall not apply to any case in which its application would impair the obligation of a contract entered into prior to the effective date of the regulation.

Any funds deposited with the institution to cover fees, charges or extra expenses shall be held in trust and included in a regular bookkeeping system, with receipts to account for all funds expended.

Personal property brought to the institution shall be properly labeled and/or listed at the time of admission so that there can be an accurate accounting for each resident's belongings.

AI-136 PERSONAL PROPERTY OF RESIDENTS - NONPROFIT INSTITUTIONS AI-136

Nonprofit institutions accepting deposits of personal funds of residents shall establish adequate bookkeeping and receipt procedures to account for all money handled. When the total amount of all residents' deposits regularly exceeds \$100.00, a bank account for residents' funds shall be established, separate from the institution accounts.

Any personal property brought to the institution by residents shall be inventoried and properly accounted for.

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Regulations	FINANCES	AI-138
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AI-137	ANNUAL AUDIT - NONPROFIT INSTITUTIONS	AI-137
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The books shall be audited annually by a certified public accountant or public accountant and a copy of the audit report filed with the State Department of Social Welfare.

AI-138	LIFE CARE CONTRACTS	AI-138
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In addition to meeting the provisions of W&IC Secs. 2350 to 2360, and the financial requirements applicable to all institutions, institutions entering into life care contracts must fulfill the following requirement:

Probationary Period

Every contract for care for a period of more than one year shall make provision for cancellation of the contract by either party during a specified probationary period of not less than three months after the person's admission to the home with a refund to the transferor according to the provisions of W&IC Sec. 2353.1.

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Regulations	PERSONNEL	AI-141
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AI-141 GENERAL REQUIREMENT		AI-141
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There shall be a sufficient number of qualified persons on the staff of the institution, including a responsible director, a responsible substitute for the director to be in charge in the director's absence, and staff for administrative, clerical, admission, referral, food service, housekeeping and maintenance functions and to give personal care, health supervision, and social services to meet the needs of the aged persons in residence and to carry responsibility for the daily operation of the institution.

AI-142 NIGHT DUTY		AI-142
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Some provision shall be made for qualified staff to be on duty or on call at night.

Staff on night duty or call shall be accessible to the residents. The night duty station shall be connected with the signal system. (Sec. 153.60d)

AI-143 RESIDENTS' WORK		AI-143
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Residents shall not be expected to carry any major housekeeping or service responsibilities.

AI-144 RELIEF STAFF		AI-144
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Provision shall be made for coverage of all daily operating functions during time-off, vacation and other absences of regular staff.

AI-145 STAFF FOR HEALTH SUPERVISION		AI-145
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There shall be a consulting physician, licensed to practice medicine and surgery in California, on the staff or on call.

In addition to the consulting physician, there shall be at least one regular full-time staff member qualified by training and/or experience to provide the daily health supervision required by the residents. (See Sec. 170)

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AI-146	PERSONNEL	Regulations
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AI-146	QUALIFICATIONS OF STAFF	AI-146
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AI-146.10	PERSONAL QUALIFICATIONS - ALL STAFF	AI-146.10
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All persons on the staff of the institution who have any direct contact with the aged persons under care shall be of good character and suitable temperament for work with aged persons. All such personnel shall have emotional stability, personal warmth, a genuine liking for older persons and an ability to get along with people.

All members of the staff shall be in good general health, free of defects and disabilities which would interfere with adequate performance of the assigned duties. (See Sec. AI-147.50.)

All members of the staff shall be courteous in their treatment of the aged residents of the home.

AI-146.20	QUALIFICATIONS OF DIRECTOR	AI-146.20
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a. Personal

The director shall be a person of good character and reputation and of personal integrity.

The director shall have qualities of warmth and kindness, an interest in and ability to work with people, an understanding and acceptance of human behavior, a basic respect for the dignity of each individual aged person and ability to learn from experience

b. Education and Experience

The director shall be qualified by education and/or experience for the responsibilities he is required to carry.

While the specific pattern of education and experience will vary, depending on the size of the institution and the services offered, all directors shall have the following qualifications:

1. Successful experience in a responsible managerial, administrative or supervisory position.
2. Education, training and/or experience leading to knowledge of the following: personnel supervision, planning and organization of work, financial planning and budgeting.

CALIFORNIA-SDSW-MANUAL-AGED INSTITUTIONS

These Regulations are designated to become effective JAN 15 '56

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations	PERSONNEL	AI-146.40
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AI-146.23 SPECIAL REQUIREMENTS - DIRECTORS OF SMALL INSTITUTIONS		AI-146.23
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The director who has responsibility for direct supervision of all aspects of daily life in the institution shall have a background of experience and/or training leading to knowledge of the following:

- a. Principles of good nutrition.
- b. Kitchen management and quantity cooking.
- c. Good housekeeping and sanitation.
- d. How to provide personal assistance and care (practical nursing).

Ability to recognize early signs of illness. Ability to help aged persons with ordinary emotional and relationship problems and to recognize the need for more skilled professional help.

AI-146.25 SPECIAL REQUIREMENTS - DIRECTORS OF LARGE INSTITUTIONS		AI-146.25
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The director of a large institution (serving 50 or more aged persons) shall have:

- a. General knowledge of the operation of all functions and services of the home.
- b. The ability to select qualified persons to carry direct responsibility for the major operating functions, to delegate appropriate responsibility and authority to these persons and to give general administrative supervision.
- c. A background of education and experience in one of the professional disciplines concerned with service to people, such as social work, hospital administration, nursing or medicine.

AI-146.40 QUALIFICATIONS OF ASSISTANT DIRECTOR		AI-146.40
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The assistant director shall have an intimate knowledge of the daily operation of the home, an acceptance and understanding of the philosophy and policies of the home and an ability to work harmoniously with the director and staff.

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AI-146.50	PERSONNEL	Regulations
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AI-146.50	QUALIFICATIONS FOR OTHER STAFF	AI-146.50
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AI-146.52	FOOD SERVICE, HOUSEKEEPING, MEDICAL CARE AND NURSING STAFF	AI-146.52
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Satisfactory prior work experience in the particular type of job assigned shall be required of all food service, housekeeping, personal care and nursing staff to be assigned primary responsibility for a particular function.

Inexperienced and untrained workers shall be employed only for work under close supervision of a qualified staff member.

AI-146.54	PERSONAL CARE	AI-146.54
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All staff whose job assignments include direct personal care of the residents shall have at least practical nursing experience or training. They shall have particular qualities of kindness, gentleness and genuine liking for the aged.

AI-146.56	HEALTH SUPERVISION STAFF	AI-146.56
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The person responsible for the daily health supervision of the residents shall be a registered nurse or a practical nurse with satisfactory experience in care of aged persons.

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Regulations	PERSONNEL	AI-147.40
AI-146.58 STAFF FOR ADMISSIONS, SOCIAL SERVICES, REFERRAL SERVICES		AI-146.58
The staff member responsible for admission interviews, counseling and referral services shall be a person with education, training or experience leading to:		
a. Skill in interviewing.		
b. Broad understanding of human behavior and respect for the dignity of individuals.		
c. Knowledge of community services and resources.		
d. Full knowledge of the policies and procedures of the institution, and the limitations of its services.		
AI-147 PERSONNEL PRACTICES		AI-147
AI-147.10 INSTRUCTIONS ON MAJOR FUNCTIONS AND SERVICES		AI-147.10
There shall be instructions in writing covering all major functions and services performed in the home in sufficient detail so that new or substitute employees can understand and carry them out effectively.		
AI-147.20 JOB DESCRIPTIONS		AI-147.20
There shall be written job descriptions covering briefly each different position in which staff are employed.		
AI-147.30 WRITTEN EMPLOYEE ASSIGNMENTS		AI-147.30
There shall be individual written assignments for each employee listing the duties and responsibilities delegated to him, the hours and days of work, salary and other compensation provided.		
AI-147.40 CONDITIONS OF EMPLOYMENT		AI-147.40
Personnel policies covering all conditions of employment shall be established by the appropriate administrative authority and made available in writing to all employees.		

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AI-147.50

PERSONNEL

Regulations

AI-147.50 MEDICAL REPORTS - EMPLOYEES

AI-147.50

A physician's report giving an evaluation of the applicant's general health and ability to perform the duties of the job applied for shall be required of every new staff member. The physician's report shall be based on a recent examination, shall be in writing and shall be kept on file in the home.

A chest X-ray shall be required of every staff member at the time of employment and annually thereafter.

Exception:

Staff employed in institutions operated by members of a religious faith relying on prayer or other spiritual means of healing are not required to have a physician's examination and chest X-ray, provided that the institution limits admissions to members of the same religious faith.

AI-147.60 PERSONNEL RECORDS

AI-147.60

Personnel records, including an application for employment, physician's reports and any other records necessary shall be maintained for each employee.

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Regulations

BUILDINGS AND GROUNDS

AI-153.10

AI-150 LOCATION

AI-150

All institutions for the aged shall be located in or near a community which can provide the necessary goods and services for safe and efficient operation.

Institutions shall not be located in remote rural areas, nor in deteriorated, unpleasant or potentially hazardous urban areas. Areas with extremely heavy traffic, excessive noise, smoke or disagreeable odors shall be avoided.

AI-151 GROUNDS

AI-151

Every institution for the aged shall have sufficient grounds surrounding or adjacent to the buildings to provide space for delivery areas, service yards, off-street parking, as needed, and for outdoor recreation areas.

a. Delivery Areas, Service Yards, Off-Street Parking

Delivery areas, service yards and parking areas shall be located so that traffic does not cross areas commonly used by residents.

b. Outdoor Recreation Areas

There shall be some space provided for outdoor social and recreational activities to meet the needs of the resident group.

Every home shall provide some outdoor areas (such as patios, porches, gardens) easily accessible for residents and furnished with suitable furniture and equipment.

AI-153 GENERAL BUILDING REQUIREMENTS

AI-153

All buildings for the housing of or provision of services to aged persons shall be safe and suitable for the general purposes for which they are intended and must be maintained in a good state of repair.

AI-153.10 NEW BUILDINGS

AI-153.10

New buildings constructed after the effective date of these standards shall meet all of the rules and regulations of the State Department of Social Welfare.

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CALIFORNIA-SDSW-MANUAL-AGED INSTITUTIONS Issue No. 15-2

Effective Jan. 15, 1956

STATE BUILDING STANDARDS COMMISSION
A P P R O V E D

By order of the Commission as complying with the requirements of Part 2.5, Division 13, Sections 18900 to 18909, inclusive, of HEALTH AND SAFETY CODE.

W. B. Smith DEC 13 1955
Secretary Date

CONTINUATION SHEET
 FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

AI-153.13

BUILDINGS AND GROUNDS

Regulations

AI-153.13 NEW OCCUPANCIES OF EXISTING BUILDINGS

AI-153.13

Existing buildings occupied for the first time as a home for the aged shall meet all of the rules and regulations of the SDSW as for new construction.

AI-153.15 EXISTING BUILDINGS

AI-153.15

Existing buildings currently licensed for care of the aged under the SDSW shall meet all of the general requirements of these rules and regulations within a period of three years from the effective date of these rules and regulations, or at the time of any change in management or ownership, whichever is sooner.

Exceptions:

Changes will not be required if they involve altering basic structure of the building, provided there are no life or health hazards in continuing use of the building as constructed.

Modifications of the license to reduce capacity or change the conditions of the previous license may, however, be necessary to permit continued use of nonconforming buildings.

AI-153.20 MULTIPLE BUILDING HOMES

AI-153.20

Institutions using more than one building for housing or providing other services to aged persons shall meet the following requirement:

- a. All buildings shall be substantial, well constructed and suitable for their designated use.
- b. Separate residential buildings in which aged persons are housed shall be:
 1. Completely equipped cottages with equipment and facilities for preparation of meals and adequate space for social and recreational activities, or
 2. Connected by sheltered walks or covered passageways with the main buildings, or
 3. Adequate in size and arrangement of rooms for social and recreational activities for the occupants and close enough to the main building for residents to come regularly to meals served in the main dining room, even in inclement weather, or for meals to be served in the cottages.
- c. Occupancy of detached cottages shall be restricted to aged persons who are fully ambulatory and in need of no regular personal care or assistance, unless the institution has sufficient staff and suitable equipment to provide meal service and personal care and assistance to cottage residents in the cottages.

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Regulations

BUILDINGS AND GROUNDS

AI-153.50

AI-153.30 FIRE SAFETY

AI-153.30

All institutions for the aged shall comply with the fire safety laws of the state and the rules and regulations of the State Fire Marshal governing homes for the aged contained in Title 19 of the California Administrative Code.

A fire safety clearance from the State Fire Marshal shall be required before initial licensing and annually thereafter.

AI-153.40 BUILDING CONSTRUCTION

AI-153.40

All new buildings to be used for residential services to aged persons shall meet the requirements of Title 19 of the California Administrative Code applicable to homes and institutions for the ambulatory aged.

All new buildings, all new occupancies, and all additions or alterations to existing occupancies for care of aged persons in which there is any possibility of present or future care of nonambulatory aged persons shall conform to the requirements of Title 19 of the California Administrative Code governing occupancies for nonambulatory persons.

All new buildings for institutions for the aged will be considered as presenting the possibility of use for care of nonambulatory aged persons unless (1) the institution already has an approved hospital or infirmary unit of sufficient size to meet present and future anticipated needs for the care of chronically ill or convalescent patients and sufficient appropriate space for the care of residents who are or may become nonambulatory by reason of feebleness, physical handicap or mental confusion; or (2) the institution by plan limits admissions to active, fully ambulatory persons, and has an effective referral procedure which will guarantee prompt and appropriate replacement of persons who become nonambulatory after admission. (See Chapter 16.)

AI-153.50 SANITATION

AI-153.50

All applicable laws, rules and regulations on sanitation shall be met.

The SDSW may require inspection and approval of general sanitation by the appropriate state or local health department before issuance of license.

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AI-153.60	BUILDINGS AND GROUNDS	Regulations
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AI-153.60 SAFETY PRECAUTIONS

AI-153.60

The buildings and grounds shall be kept free of hazards which might result in accident or injury to the residents. All necessary protective measures to prevent accidents shall be taken.

The following safety precautions are required of all homes:

- a. Halls and stairways, paths and walks shall be kept clear of obstructions.
- b. Grab bars shall be provided in residents' bathrooms in the bathtub and showers.
- c. Night lights shall be maintained in hallways and central bathrooms.
- d. An effective signal system shall be provided connecting all residents' bedrooms with an appropriate staff center.
- e. Floors and floor coverings shall be nonslippery.
- f. Elevators shall be provided in all buildings of more than two stories.

Additional safety measures as needed shall be taken.

AI-153.70 SUBMISSION OF BUILDING PLANS FOR NEW CONSTRUCTION,
ADDITIONS OR ALTERATIONS

AI-153.70

Plans for new buildings or additions or major alterations to existing buildings to be used for providing housing or other services to aged persons shall be submitted to the department for review and approval before construction is started.

Plans shall be prepared by a licensed architect or registered civil engineer. Fire codes and building codes used in the design of the building shall be noted on the plans submitted. (See Secs. AI-153.30 and AI-153.40.) Certification by the architect or engineer, or by the local building official, that the plans meet the building construction standards of the codes mentioned shall accompany the plans.

AI-155 FACILITIES FOR ADMINISTRATIVE SERVICES

AI-155

AI-155.30 OFFICE SPACE

AI-155.30

Sufficient administrative office space for the clerical, financial and managerial functions shall be provided.

All homes shall have some space which can be used for the conduct of the business of the home, for privacy in interviewing applicants, for discussions with relatives, etc.

In homes for more than 20 residents, private offices for the manager or superintendent and for any social work or counseling staff shall be provided.

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Regulations BUILDINGS AND GROUNDS AI-157.10

AI-155.50 KITCHEN AI-155.50

There shall be a kitchen properly located for efficient food service, and large enough to accommodate the equipment and personal needed to prepare and serve the number of meals required.

The kitchen shall be arranged and equipped for convenience in operation, healthful working conditions, good sanitation and control of heat, noise and odors. Suitable equipment for the preparation and serving of meals, for the refrigeration of perishable foods and for washing and sanitizing dishes and utensils shall be provided.

The kitchen shall not be used as a passageway for regular use by residents.

Adequate storage space shall be provided for food supplies and for dishes and silverware not in use. All storage space used for these purposes shall be clean and dry and shall provide protection from insects, rodents, dust and other contamination. Proper disposition shall be made of garbage and trash.

AI-155.70 HOUSEKEEPING AND SERVICE FACILITIES AI-155.70

Space, equipment and supplies as needed shall be provided for the necessary housekeeping and maintenance of the home.

Janitor's sinks, closets for cleaning supplies, workrooms for maintenance men, linen closets, storerooms for luggage, furniture replacements, etc., shall be provided, and located as conveniently as possible for efficient use.

AI-157 FACILITIES FOR RESIDENTS' USE AI-157

AI-157.10 LIVING ROOMS AI-157.10

There shall be sufficient space in one or more suitably furnished, comfortable living rooms, lounges or social halls to meet the needs of the total resident population for personal, social and group activities.

All living rooms shall be properly heated, lighted and ventilated.

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...and is the habit of spending his time there when not at sea, this place may be regarded as his residence.

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AI-157.20 BUILDINGS AND GROUNDS Regulations

AI-157.20 RECREATION ROOMS AI-157.20

Additional recreation rooms, workshops, libraries shall be provided as needed by the recreational activity program of the home.

AI-157.30 DINING ROOMS AI-157.30

There shall be a dining room or rooms conveniently located, properly heated, lighted and ventilated and large enough to accommodate the number of persons regularly served meals in the home.

AI-157.40 BEDROOMS AI-157.40

There shall be a sufficient number of comfortable bedrooms, suitably furnished, and properly heated, lighted and ventilated, of adequate size and suitable location to serve the persons accepted for care. No bedroom shall be used as a passageway.

a. Bedrooms in New Buildings

New buildings and new occupancies (See Sec. AI-153.10 and AI-153.13) shall provide bedrooms for single or double occupancy only.

b. Bedrooms in Existing Buildings

Homes operating in existing buildings with dormitories for more than two persons shall make immediate provision for as much privacy as is feasible considering physical factors, and the needs, attitudes and personal preferences of the occupants. Continued use of larger dormitories with no separation between beds will not be approved beyond the three-year period specified in Sec. AI-153.15 or after change of ownership.

AI-157.43 SIZE OF BEDROOMS AI-157.43

Bedrooms for single occupancy shall have 100 square feet of superficial floor area with a minimum dimension of 10 feet.

Bedrooms for two or more persons shall have 70 square feet of floor area per person with a minimum dimension of 10 feet.

Exception - Existing Buildings

Bedrooms in existing buildings currently licensed for care of the aged shall meet the minimum floor area requirements, but will not be required to meet the 10 foot minimum dimension requirement.

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BUILDINGS AND GROUNDS

AI-157.70

AI-157.50 LAVATORY AND TOILET FACILITIES

AI-157.50

Ratio

Toilets and basins shall be provided in every residential building, accessible to every resident's bedroom, in a ratio of at least one toilet and basin to four residents.

Exception - Existing Buildings

In existing buildings currently licensed for the care of aged persons, the required ratio of toilets and basins to residents shall be one to six.

Accessibility

At least one toilet and basin shall be available for use of the resident group near every living, dining and recreation room.

If the toilet facilities provided under the above ratio are not accessible from living, dining and recreation areas, additional toilets shall be provided in these areas.

AI-157.55 BATHTUBS AND SHOWERS

AI-157.55

Bathtubs and/or showers shall be provided in a ratio of one bathing facility for each 10 residents. At least one of these facilities shall be a tub.

Bath facilities shall be available in every residential building, located conveniently for all residents.

AI-157.60 LAUNDRY AND SEWING ROOMS

AI-157.60

There shall be some space provided for washing, ironing, mending of residents' personal laundry, preferably so arranged that residents who are able and who desire to, may do their own work.

AI-157.70 INFIRMARY UNITS

AI-157.70

Infirmaries or hospital units in which care is provided to temporarily ill, convalescent or chronic patients shall meet the requirements of the State Department of Public Health for nursing and convalescent homes. Infirmary units in separate buildings regardless of size, shall be subject to license by the State Department of Public Health. Infirmary units of 10 beds or more, not in separate buildings, shall also be subject to license by the State Department of Public Health.

Infirmary units of less than 10 beds not in separate buildings, shall be required to meet the standards of State Department of Public Health, but will not be required to have a separate license.

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AI-157.75	BUILDINGS AND GROUNDS	Regulations
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AI-157.75 DOCTOR'S EXAMINING ROOM		AI-157.75
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Homes without infirmary units shall make some provision for privacy for doctors' visits, examinations and consultation in the home.

AI-157.80 SPECIAL FACILITIES FOR CARE OF SENILE RESIDENTS		AI-157.80
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Institutions giving care to senile persons who require special attention and assistance or constant supervision shall provide physical facilities meeting the requirements of Title 19 of the California Administrative Code for care of nonambulatory persons.

When senile residents are separated from the general population of the home, suitable bedroom, living, dining and recreation space shall be provided for their use. (See Secs. AI-157 to AI-157.55.)

AI-159 EMPLOYEE FACILITIES		AI-159
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AI-159.10 RESIDENT STAFF		AI-159.10
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Bedrooms for resident staff shall be private and shall meet the same requirements as for single rooms for residents.

Bath, lavatory and toilet facilities shall be separate from residents' facilities.

Staff quarters, except for staff with night supervisory responsibility, shall be separate from the aged residents' facilities, to provide for privacy while off-duty.

AI-159.20 DAY STAFF		AI-159.20
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Locker rooms and rest rooms shall be provided for nonresident staff. Suitable space for staff dining shall be provided.

AI-159.30 FACILITIES FOR BOARD ACTIVITIES - NONPROFIT INSTITUTIONS		AI-159.30
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Nonprofit homes in which boards and committees hold regular meetings, luncheons, teas and/or other social and business functions, in which residents do not participate, shall provide facilities other than the social and recreational rooms provided for the residents' use for these functions.

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Regulations ADMISSION POLICIES AND PROCEDURES AI-161.20

AI-160 ESTABLISHMENT OF ADMISSION POLICIES AI-160

Every home shall establish admission policies stating as clearly as possible the conditions of and criteria for acceptance of aged persons for care.

The admission policies established by the home shall be consistent with the established purposes of the home, the program and services offered, and the limitations of staff and physical facilities.

AI-161 ADMISSION CRITERIA APPLICABLE TO ALL INSTITUTIONS AI-161

The admission policies shall include the criteria set forth by Sec. 161.10 through 161.30.

AI-161.10 AGE AI-161.10

Persons who are not aged shall not be admitted to a home for aged persons unless it is determined that their interests and needs will not conflict with those of the aged group in the home. Any nonaged person admitted shall meet all other admission criteria.

AI-161.20 PHYSICAL CONDITION AI-161.20

The admission policies shall restrict admissions to persons whose physical and medical needs can be met by the home, whose safety is assured in the type of physical facilities available and who will not be a hazard to the other residents.

- a. Persons with active communicable tuberculosis shall not be admitted nor cared for in a home for aged.
- b. Persons requiring nursing care shall not be admitted to homes for the aged, nor cared for except under the provisions of Sec. 174, 175 and 177.
- c. Nonambulatory persons (those incapable of leaving the building without help in case of emergency) shall not be admitted nor cared for in any building or portion of a building not specifically approved for this type of care.

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AI-161.30 ADMISSION POLICIES AND PROCEDURES Regulations

AI-161.30 MENTAL CONDITION

AI-161.30

The admission policies of all institutions shall exclude persons with mental illness or mental defect of a degree requiring psychiatric hospital treatment or restraint of any kind. Persons whose behavior would be disturbing or upsetting to the general resident group, and those who require constant supervision may be admitted and cared for if special provisions are made for the care and supervision of such persons and for separation of the disturbing persons from the rest of the residents.

Persons who are alcoholics or drug addicts shall not be admitted nor cared for in homes for the aged.

Aged persons with mild senility symptoms such as forgetfulness, disorientation, irritability, inability to manage money, may be admitted and cared for provided that they do not require restraint and are unlikely to do harm to themselves or others.

Aged persons with a mental disability which may hamper their ability to remove themselves from the building in emergencies may be admitted and cared for only if the buildings have been approved for this type of care.

AI-162 DETERMINATION OF INDIVIDUAL ADMISSIONS

AI-162

Every home shall determine prior to admission and/or final acceptance that any aged person accepted for care in the home meets the admissions criteria of Secs. 161, 161.10, 161.20, and 161.30 of these regulations, is in need of the services of the home and does not need additional services which cannot be provided in the home, either directly or through outside resources, and has participated in the decision to enter the home to the extent of his ability to do so.

AI-163 ADMISSION PROCEDURES

AI-163

The admission procedures by which the home determines individual admissions shall include the items prescribed by Secs. 163.10 through 163.60.

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Regulations

ADMISSION POLICIES AND PROCEDURES

AI-163.10

AI-163.10 PERSONAL INTERVIEW

AI-163.10

Each aged person applying for admission to a home for the aged shall be interviewed by the person responsible for admission interviews prior to his entrance into the home. In this interview (or interviews) the home shall provide sufficient information about the home, its services, facilities, etc., to enable the aged person to consider the plan fully. The home shall also determine the aged person's own wishes and desires regarding entrance. No person shall be admitted into a home for aged without his consent and agreement.

Exception to Prior Personal Interview

Homes for the aged accepting referrals from hospitals, social agencies, and other homes and institutions may defer the personal interview until after admission, when it is impossible for the aged person to visit the home, or the home's representative to visit the aged person, and when the home is satisfied that the aged person has been given a description of the home, and has given his tentative consent and agreement. In all such admissions, the home shall arrange for a personal interview as soon as possible.

The home shall require that the referring agency provide at least a minimum social history and medical information before placement.

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AI-163.20 ADMISSION POLICIES AND PROCEDURES Regulations

AI-163.20 EVALUATION OF HEALTH STATUS

AI-163.20

The home shall determine prior to admission and/or final acceptance the general health status of each aged person, covering the basic eligibility factors specified in Sec. 161.20, and including an evaluation of the person's need for personal assistance and care.

The health evaluation shall include:

- a. Personal interview and observation.
- b. A written report of a recent examination from the examining physician.

If the aged person has been under a physician's care, this report shall be obtained from the aged person's own physician.

If the aged person has been referred by a hospital or nursing home, a report shall be obtained from the attending physician and the social service department, if any.

If the person has not been under a physician's care, he shall be referred to a physician of his own choice for an examination and evaluation of health status before final acceptance for continued care.

- c. A complete examination by the home's physician if the service of the home includes the provision of medical care and rehabilitative treatment by the staff of the home.
- d. Chest X ray when there is history of tuberculosis in the applicant or his family.

Exception:

The physician's examination and chest X ray requirements may be waived for persons belonging to a faith relying on prayer or other spiritual means of healing, provided that the personal interview and observation and other reports establish the person's eligibility for admission to the home under Sec. 161.20.

- e. Reports from social agencies, hospitals and nursing homes involved in making the arrangements for care or currently giving service to the applicant.
- f. Reports from relatives, if any, involved in planning for the aged person.

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AI-163.30 EVALUATION OF MENTAL CONDITION

AI-163.30

The home shall determine prior to admission and/or final acceptance the general mental status of each person in order to exclude persons whose mental condition requires care or supervision the home is not prepared to give and to assist in planning for the care of those aged persons admitted.

The home's evaluation of mental status shall include a personal interview and observation of the applicant, and reports from any relatives or social agencies involved in making arrangements for care. When there is any question as to the aged person's mental condition, a report from a licensed physician shall be obtained.

AI-163.40 EVALUATION OF SOCIAL FACTORS

AI-163.40

The home shall obtain sufficient information about each applicant, his past life, pattern of adjustment, likes and dislikes, interests and activities, family relationships, and present living situation to determine that admission to a group living arrangement will be a potentially satisfactory plan for the individual and that he will be accepted by the other aged persons in the home.

AI-163.50 FINANCIAL EVALUATION

AI-163.50

The home shall secure enough information about the financial situation of the applicant:

- a. To determine ability to pay the established fees or to determine charges for care in accordance with ability to pay.
- b. To determine whether the applicant has sufficient additional resources to provide for clothing, personal and incidental expenses, pocket money, and other needs not included in the home's service.

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These Regulations are designated to become effective.....JAN 15 '56.....

All homes shall provide the following minimum services:

- a. Treatment of every individual with respect, kindness and consideration as a person of dignity and importance.
- b. Considerate listening to problems and complaints, with adjustments where possible to alleviate conflicts between residents and causes of difficulty.
- c. Where professional casework services are available in the home, direct casework help to individuals needing this service in adjusting to the home or in meeting personal or family problems.

CALIFORNIA-SDSW-MANUAL-AGED INSTITUTIONS

These Regulations are designated to become effective.....JAN 15 '56

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations	ADMISSION POLICIES AND PROCEDURES	AI-166
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AI-166	RECORDS - GENERAL	AI-166
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All records shall be kept confidential and the information therein released only for the benefit of the aged person or to the SDSW as required for licensing purposes.

Basic identification and emergency information on each person in residence shall be kept current and shall be readily available in the home to the person in charge, but shall not be accessible to unauthorized persons.

All medical, social, personal and financial information shall be kept in locked files.

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AI-166.50

ADMISSION POLICIES AND PROCEDURES

Regulations

AI-166.50 RECORDS - SPECIFIC

AI-166.50

The following records shall be maintained on every person admitted to the home for care: (Items marked with astericks are considered basic identification and emergency information to be kept in the home and available to the person in charge.)

- *a. Register information required by the Welfare and Institutions Code.
- b. Medical Information
 - 1. Report of Preadmission Evaluation
 - *2. Physician's Admission Report and Instructions
 - 3. Records of any illness, medical care in the home or subsequent medical examinations
 - *4. Name of physician to be called in an emergency
 - *5. Desired plan for hospitalization
- c. Personal and Social
 - 1. Pertinent social information obtained in admission interviews or from referring agency, and similar information about the individual and his life in the home, special services given, problems and needs noted, etc.
 - 2. Dates of admission and discharge.
 - *3. Names, addresses, and telephone numbers of responsible relatives or friends, guardians of estate or person, person responsible for handling financial affairs.
 - *4. Religion - name and address of pastor, religious advisor, if any
 - *5. Burial Plans
- d. Financial
 - 1. Financial agreement made at admission
 - 2. Any changes in agreements
 - 3. Any other financial arrangement, special charges, etc.

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Regulations	CONTINUING HEALTH SUPERVISION - MEDICAL CARE	AI-172
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AI-170	CONTINUING HEALTH SUPERVISION	AI-170
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Every home shall provide general health supervision of the aged persons under care, to the extent of being aware of any change in health or physical abilities, noting need for medical attention, personal or nursing service, and for providing those services necessary for the maintenance of health or arranging for them through outside agencies.

Exception:

Institutions operated by and for members of religious faiths relying on prayer or spiritual means of healing shall be exempted from all of the requirements of this chapter, except Sec. 171, provided that admissions are restricted to members of the particular faith.

AI-171	PERSONAL ASSISTANCE	AI-171
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Residents shall be given personal assistance as needed in bathing, dressing, care of the hair, shaving, etc.

AI-172	MEDICATION	AI-172
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When necessary, residents shall be reminded to take medication prescribed by their physicians.

Upon written instructions and authorization from the aged person's physician, additional help with medication may be given, under the following circumstances:

- a. In homes with approved infirmary or hospital units, by qualified professional staff.
- b. By visiting nurses, attendance at clinics, etc.
- c. When the aged person has an illness which is under good control, with an established regime not requiring close medical supervision or daily professional observation, the home may give assistance with prescribed medication of types usually prescribed for self-administration at home.
- d. Persons with illnesses which require close medical supervision, or who are taking medication of a type requiring professional skill in administration or careful skilled observation of reactions, may be cared for by the home only when the home has an approved hospital or infirmary unit. (See Sec. 177).

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AI-173 CONTINUING HEALTH SUPERVISION - MEDICAL CARE Regulations

AI-173 SPECIAL DIETS AI-173

Special diets of a type which can be prepared and served by the regular kitchen staff shall be provided for all residents who need them, on their physicians' instructions.

Highly technical therapeutic diets shall be provided only in approved infirmary units.

AI-174 EMERGENCY MEDICAL CARE AI-174

Every home shall provide for immediate medical attention and treatment in case of illness, accident or injury to any aged person under care.

The home shall obtain from every resident the name of a physician to be called in time of illness as well as instructions as to calling relatives, and desired arrangements for hospitalization if needed.

The resident's designated physician shall be called at the first sign of illness and his instructions regarding care followed.

Every home shall have an arrangement with a licensed physician, clinic or hospital so that emergency care can be obtained when a resident's own physician cannot be reached.

Homes accepting aged persons receiving or eligible to receive medical care through public hospitals or clinics shall establish definite working relationships with the public agencies involved so that prompt attention will be possible.

AI-175 CARE DURING MINOR, TEMPORARY ILLNESS AI-175

All homes shall provide bedside care, including tray service, care with personal hygiene, and help with uncomplicated medication to residents with minor, temporary illnesses (such as colds) under the direction of the aged person's physician. If there is any question as to whether the illness is minor and temporary, the physician's advice shall be obtained and followed.

Any illness which requires complicated nursing procedures or which renders the person nonambulatory (unable to leave the home without assistance in case of emergency) is not a minor, temporary illness.

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Regulations CONTINUING HEALTH SUPERVISION - MEDICAL CARE AI-176

AI-176 PSYCHIATRIC ATTENTION AI-176

The advice of a licensed physician shall be obtained whenever any resident exhibits unusual behavior or presents symptoms of mental illness or deterioration.

AI-177 CARE OF CHRONICALLY ILL AND SENILE AI-177

Institutions offering care to chronically ill aged persons in infirmary or hospital units shall meet the requirements of the State Department of Public Health for this type of care.

Institutions offering care to senile aged persons requiring either nursing care or segregation because of behavior disturbing to the group, shall have proper staff and facilities for the care and supervision of this type of person.

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Regulations

NUTRITION AND FOOD SERVICE

AI-183

AI-180

MEETING DIETARY NEEDS

AI-180

Every home shall provide for three meals daily, nutritionally well-balanced according to the standards of the National Research Council, properly cooked and served, and including sufficient quantities of the types and varieties of foods necessary to meet the dietary needs of the aged persons under care.

AI-181

TIMING OF MEALS

AI-181

The three meals served daily shall be served at appropriate times, morning, noon and evening. Not less than 10 hours shall elapse between the serving of the first meal of the day and the evening meal.

The evening meal shall include at least one hot dish, and if this meal is served before 5:30 p.m., there shall be provision for an evening snack of some type for those residents who wish it.

AI-183

FOOD SERVICE

AI-183

Meals shall be served in the dining room.

Tray service shall be provided for any residents receiving bedside care for minor illness as well as to persons in the infirmary.

Cafeteria-type service shall not be used.

Suitable dishes and utensils shall be provided for both dining room and tray service.

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AI-185

NUTRITION AND FOOD SERVICE

Regulations

AI-185

FOOD PRESERVATION

AI-185

If the home preserves any foods for future use, by canning, freezing or dehydrating, or accepts gifts of home-preserved food of any kind, care shall be taken to insure that proper methods have been followed.

If the home accepts home preserved foods as gifts or donations, the following precautions shall be taken:

- a. Only the current year's pack shall be accepted and all foods unused at the end of a year shall be disposed of.
- b. No nonacid vegetables or fruits (such as pears) shall be accepted, unless they have been canned by pressure cooking methods.
- c. All containers shall be labeled and dated.
- d. All contributions shall be inspected on receipt and again before use and any questionable foods discarded.

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AI-190 PROGRAM OF ACTIVITIES

AI-190

Every home shall make provision for social and recreational activities in accordance with the interests, abilities and needs of the persons under care.

AI-191 SOCIAL ACTIVITIES

AI-191

Social activities which ordinarily take place in family life shall be part of the program of the home, in addition to group social activities designed to promote group relationships and the feeling of belonging.

AI-192 RECREATIONAL ACTIVITIES

AI-192

Opportunities for participation in a variety of recreational activities shall be made available to the residents, according to their interests and abilities.

Every home shall provide for activities in the home of the type ordinarily found in family living, such as reading, listening to the radio, table games, etc.

Opportunity for participation in activities outside of the home shall be provided for residents who are interested and able.

Additional activities in the home shall be provided as needed to round out the total activity program.

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AI-193	SOCIAL AND RECREATIONAL ACTIVITIES	Regulations
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AI-193	RELIGIOUS PROGRAM	AI-193
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The home shall secure information from every resident as to his religious affiliation, if any.

No resident shall be deprived of the right to have visits from the minister, priest, or rabbi of his choice.

Homes which accept persons of varied religious faiths shall respect the right of each individual to worship in his own way, and consideration shall be given to the religious customs of daily living of the different faiths represented.

Every resident shall have freedom to attend the church of his own choice.

Attendance at religious services held in the home shall be on a completely voluntary basis.

AI-194	FACILITIES FOR RECREATIONAL ACTIVITIES	AI-194
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Sufficient equipment and materials for the home's recreation program shall be provided.

Such things as radios, television, books, magazines, newspapers, indoor and outdoor games, piano, record player, which are ordinarily part of family life shall be available.

Additional equipment and materials for activities conducted in the home shall be provided as needed, or obtained through community agencies.

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CONTINUATION SHEET
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Standards for Aged Institutions in California, as adopted by the Social Welfare Board on October 23, 1947 - Revised October 29, 1948 are repealed effective January 15, 1956.

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FACE SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

DEC 30 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: December 29, 1955

By:

George F. Wyman

(Title)

FILED
in the Office of the Secretary of State
of the State of California

DEC 30 1955

At 11:40 o'clock A.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

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A-012.10 COUNTY RESPONSIBILITY FOR INITIAL INVESTIGATION

A-012.10

The county receiving an application or request for restoration shall by careful inquiry into the circumstances of the applicant or recipient determine whether he meets the conditions of eligibility specified in the W&IC and the regulations of the SDSW (Chapters A-10 through A-15), and, if found eligible shall authorize the amount of aid to which he is entitled in relation to his needs and income. (Chapters A-20 through A-22)

Exception: A county receiving an application or request for restoration for OAS for a person living in the county but whose place of residence is in another county, shall accept the application or request and immediately send it to the county of residence and shall also obtain all pertinent information available and send it to the county of residence. The county of residence is responsible for determining eligibility or ineligibility and authorizing aid if eligibility exists.

If the applicant's place of residence is changed from the county of application to another county after an application has been signed or restoration requested, but before the county has acted thereon, the county receiving the application or request is responsible for completing the investigation and authorizing aid if eligibility exists. (See Chapter A-04, Intercounty Transfers, Sec. A-112, Place of Residence, and Sec. _____, Financial Participation in Aid Payments)

A-012.40 METHOD OF INVESTIGATION

A-012.40

In addition to the code provisions (W&IC 19, 103.3, 118, 2003, 2005, 2010, 2142.5), the following rules govern the method of investigation:

1. The records or documents in the applicant's possession shall be used whenever possible in preference to obtaining information through other sources.
2. The exploration of facts concerning eligibility shall be a joint responsibility of the county and the applicant. Exception: If an applicant is unable to present information to establish his eligibility, his needs and income, the worker shall take the initiative in obtaining information.
3. Investigation shall be undertaken with the full knowledge and consent of the applicant.

A-012.50 PREFERRED TYPES OF EVIDENCE

A-012.50

Investigation shall be directed toward obtaining from the most reliable sources available evidence from which it can be determined whether the applicant meets each of the conditions of eligibility and from which the correct amount of aid can be determined.

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DETERMINATION OF ELIGIBILITY

A-011.40

A-011.40 APPLICATION INTERVIEW

A-011.40

The county shall interview the applicant and/or the guardian at the time the application is signed or as soon thereafter as possible. In this interview the county shall inform the applicant of:

1. The eligibility requirements
2. His responsibility for reporting all facts material to a correct determination of eligibility and grant
3. The joint responsibility which the county and the applicant have for exploring all the facts concerning eligibility, needs and income, and the applicant's responsibility for presenting records or documents in his possession to support his statements
4. The confidential nature of all information given
5. The kinds of verification needed to establish eligibility
6. The fact that all investigation will be undertaken with the full knowledge and consent of the applicant
7. The applicant's responsibility for notifying the county immediately of all changes in circumstances
8. The availability of assistance or service under some other program either public or private if the applicant appears ineligible for OAS.

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A-013 APPLICATION AND INVESTIGATION PROCEDURE FOR APPLICANTS
IN STATE HOSPITALS AWAITING LEAVE

A-013

When persons who are about to be released on a leave of absence from state hospitals wish to apply, procedure shall be that agreed upon by the SDSW and the SDMH.

A-014.20 RESTORATION FOLLOWING DISCONTINUANCE DUE TO CONFINEMENT IN A PUBLIC INSTITUTION A-014.20

To effect restoration as provided for in W&IC 2160.6 two authorization documents shall be approved at the time aid is discontinued. On one form discontinuance shall be authorized effective the last day of the month in which the recipient is admitted to the institution, the last day of the month in which the eligibility period is completed. On the second form restoration is authorized with no beginning date of aid specified. Upon release of the recipient from the institution the second authorization form is completed showing the date of release. A warrant is then issued for the balance of the month during which the recipient was not an inmate.

A-014.70 COUNTY RESPONSIBILITY FOR INFORMING APPLICANTS AND RECIPIENTS A-014.70

Immediately following the county's action granting aid, changing the amount of the grant, or denying or discontinuing aid, the applicant or recipient shall be notified in writing of action taken. This notification shall be in simple, understandable language individualized on the basis of the circumstances in the particular case and shall include:

1. The date action was taken, the nature of the action, and the effective date if aid is granted, changed or discontinued;
2. A suggestion that any questions regarding the county's action or amount of grant be discussed with the county;
3. Notification of the right to a hearing before the board of supervisors;
4. Notification that complaints may be made in person or by writing to the State Department of Social Welfare, and the addresses of the area offices;
5. Notification of the right to appeal to the State Social Welfare Board;
6. If aid is granted or the amount changed, a statement of the total grant, the reason for the change, the total need and amount allowed for each item of need, the source and amount of each item of income deducted.

(See Section _____, Form Ag 239)

Form DPA 8, Notice to Applicant Who Withdraws Application, shall be mailed or given to the applicant who withdraws an application, unless the county elects to deny the application.

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Regulations

DETERMINATION OF ELIGIBILITY

A-014.30

A-014.30 RESTORATION FOLLOWING DISCONTINUANCE DUE TO EMPLOYMENT

A-014.30

To effect restoration as provided for in W&IC 2183.9 aid shall be conditionally granted (provided that the individual's statements indicate that he is eligible) if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested. (See Sec. A-1302) "Employment" is defined as any activity undertaken for remuneration either in cash or in kind.

When evidence conclusively supports eligibility to receive aid the authorization document shall contain the statement "eligibility established."

When aid is to be granted conditionally, the authorization document shall contain the statement "conditional grant-presumptive eligibility" and the investigation shall be continued with diligence.

When aid has been granted conditionally, and upon completion of investigation the facts show eligibility to continued aid, two authorization actions are necessary:

1. Authorization of the amount of grant to be paid for the coming month and to change the participation status from nonfederal to the appropriate participation status beginning with the coming month.
2. Form Ag 278(a) shall be completed to report detail of the need and income in each month for which a conditional payment was made, and to initiate the appropriate change in participation status for each such month. (Retroactive claim for federal participation is then made by use of Form AB 816 submitted with a monthly claim. See Appendix, Sec. F-520, Item A-2.)

When aid has been granted conditionally, and upon completion of the investigation the facts establish that the recipient has been ineligible for payments already made, and is ineligible for payments for future months, aid shall be discontinued.

When aid has been granted conditionally, and upon completion of investigation the facts establish that the recipient is ineligible for future aid, but was eligible to receive the aid paid to him during one or more months for which he was paid conditionally, Form Ag 278(a), Sec. I, shall be completed to indicate the appropriate change in participation status. Retroactive claim shall be made for such federal participation as may be available by use of Form AB 816. (See Appendix, Sec. F-520, Item A, 1.)

When restoration is requested in another county (second county) by a person whose aid was discontinued due to employment (by the first county) and who has established his place of residence in the second county, the second county shall secure a signed application, Form Ag 200. The second county is responsible for determining eligibility, and authorizing and paying aid to those eligible within 30 days from the date the application was signed. The authorization document shall be designated as a "restoration." The former recipient shall complete Form AB 204. The second county shall request from the first county copies of the prior application, the last affirmation of eligibility, notification of discontinuance, and a summary of evidence establishing eligibility.

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A-015.10 COUNTY RESPONSIBILITY FOR CONTINUING INVESTIGATION

A-015.10

The county paying aid is responsible for such continuing investigation as is necessary to insure payment only to eligible recipients, to insure payment of aid in the correct amount, to assist recipients to meet needs as fully as possible, and to assist recipients to make maximum use of their resources and capacities.

A-132.10 DETERMINATION OF VALUE OF REAL PROPERTY

A-132.10

The value of real property holdings is the total verified county assessed value of all real property owned less the total verified amount of encumbrance of record against all of such property. If real property holdings are not assessed and it is impossible to obtain an assessment, one-half of the market value is used.

When the applicant or recipient and/or spouse is not the sole owner of real property only his or their proportionate share is included in the total value.

A-132.30 REAL PROPERTY ITEMS TO BE INCLUDED

A-132.30

In addition to those items commonly considered to be real property, and those items defined in the W&IC as real property (2165d, 2163.4, 2163.5, 2163.7 and 2163.1) the following items are evaluated as real property:

1. Real property being bought or sold under contract of sale
2. Real property being sold while it is held in escrow
3. Cemetery property held for profit
4. A remainderman's vested future interest in real property.

A-132.50 REAL PROPERTY ITEMS TO BE EXCLUDED

A-132.50

In addition to the exception stated in W&IC 2165a, the following items are to be excluded in evaluating real property holdings:

1. An Indian's interest in land held in trust by the United States Government
2. A remainderman's contingent interest in real property
3. Real property in which the applicant or recipient holds life estate
4. Real property owned by minor children of the applicant or recipient.

A-134 OWNER OF PERSONAL PROPERTY

A-134

The owner of personal property is the person who holds the property unless he holds it for another. Conversely, a person for whom personal property is held by another is the owner.

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Regulations DETERMINATION OF ELIGIBILITY A-015.40

A-015.40 REINVESTIGATION DURING ABSENCE FROM THE STATE OR COUNTY A-015.40

A recipient who leaves the state or county for a temporary period shall be required to inform the county paying aid of changes in his living plan, his intent as to residence, and changes in his income and needs.

When an annual reinvestigation is due during a recipient's temporary absence from the state or county, an Affirmation of Eligibility, Form Ag 206, shall be sent to a welfare agency in the locality with the request that the agency interview the recipient, secure the signed affirmation and return it with a report on the recipient's plan regarding residence, his living arrangements and his current needs and income.

If it is not possible to secure the signed Affirmation of Eligibility and a report through the agency within a reasonable time, direct request shall be made to the recipient to submit a completed Affirmation of Eligibility with a statement of his intent as to residence, his living arrangements, income and needs.

If an annual reinvestigation is due within three months prior to the effective date of an intercounty transfer, the county currently paying aid need not make the reinvestigation.

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PROPERTY

A-135.05

A-135 EVALUATION OF PERSONAL PROPERTY

A-135

The value of personal property holdings is the total verified market value of personal property owned less the total verified amount of encumbrance of record against all such property. Exception: See Sec. A-135.10, Items 3, 4, 6, and 12 for when values other than market value are to be used.

A-135.05 DIVISION OF PERSONAL PROPERTY WITH SPOUSE

A-135.05

Separate personal property owned by the applicant or recipient and his share of community personal property is included in evaluating his total property holdings. The separate personal property of a spouse who is not an applicant for or recipient of OAS is not included in evaluating total personal property holdings of the applicant or recipient.

When the spouse with whom a recipient is living applies for OAS, continuing eligibility of the recipient depends upon the value of the separate and combined personal property holdings of the couple.

If each of a couple is an applicant and/or recipient and the personal property of each spouse does not exceed \$1,200, but their combined personal property holdings exceed \$2,000, aid is granted (or continued) to one spouse and aid for the other spouse is denied (or discontinued). The decision, when aid can be granted to either one of the couple but cannot be granted to both, as to which one shall receive aid rests with the couple. If it is to their advantage to grant to one rather than the other, this is explained.

Each of a couple is presumed to own a one-half interest in community personal property, regardless of which spouse holds the property. All personal property held in the name of the spouse of a married person is presumed to be community property unless evidence establishes it to be separate property. Exception: Burial trusts and interment plots are considered the separate property of the spouse who is to be the beneficiary or user.

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A-135.10

PROPERTY

Regulations

A-135.10 PERSONAL PROPERTY ITEMS TO BE INCLUDED

A-135.10

The following items (including those subject to purchase or sale under a conditional sales contract) are evaluated as personal property:

1. Cash, savings accounts, securities, etc.
2. Notes, mortgages and deeds of trust.
3. Motor vehicles. Market value is determined by multiplying the vehicle license fee by \$50. Exception: When the vehicle is wrecked or damaged to such an extent that the "Vehicle License Fee" value is unrealistic, the actual market value is used.
4. The cash surrender value of life insurance, including burial insurance, on the life of the applicant or recipient and on the life of the spouse.
5. Burial trusts or similar funds.
6. Interment plots, crypts, vaults, etc., when retained for use of the owner (See Sec. A-132.30, Item 3). Such a space is valued at \$50 regardless of purchase price.
7. The lessee's interest in a lease of real property for a period of years. Exception: See W&IC 2163.5.
8. Commercial or other business enterprises including farm equipment, livestock and fowl other than that retained for family use only, etc.
9. Interests in firms in receivership.
10. Interests in undistributed estates if the property is available prior to distribution.
11. Interests in trust funds of which the applicant or recipient is beneficiary if the property is in fact available.
12. Interests in property assigned to fraternal, benevolent or nonprofit institutions without a life care contract. Such an interest shall be evaluated and included in total personal property holdings if, a) the person owns other personal property, or b) the value of the property assigned was in excess of the code limitation. The value of the interest is the estimated market value of the property at the time of the assignment less the value of care and maintenance rendered since the date of the assignment.
13. Any other property which is not real property and which is not excluded under Sec. A-135.30.

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PROPERTY

A-136

A-135.30 PERSONAL PROPERTY ITEMS TO BE EXCLUDED

A-135.30

In addition to the items specifically excluded as personal property in the code (W&IC 2020.01, 2163.1, 2163.2, 2163.4, 2163.5, 2165d) the following items are excluded when evaluating total personal property:

1. Personal property owned by minor children of an applicant or recipient including insurance policies on the lives of minor children.
2. Funds held in an escrow account if the escrow can be revoked only upon the consent of all parties involved.

A-135.40 ENCUMBRANCES ON PERSONAL PROPERTY

A-135.40

In addition to the types of liabilities commonly considered encumbrances (loans, attachments for debts or taxes, chattel mortgages, liens, etc.) the following are considered encumbrances in evaluating personal property:

1. The unpaid balance of the purchase price of property being purchased under a conditional sales contract.
2. The amount paid on the principal for property being sold under a conditional sales contract.
3. Funeral expenses when all or part of personal property received through the death of a spouse is to be used to defray such expenses.

A-136 DIFFERENTIATION OF PERSONAL PROPERTY AND INCOME

A-136

The following are considered personal property rather than income when received as nonrecurring lump sum payments:

1. Judgments, out of court settlements, and payments received because of compensation laws
2. Inheritances
3. Cash received by the insured from the surrender or maturing of insurance policies
4. Cash received as the beneficiary of insurance carried by the deceased spouse, including OASI lump sum death payments, received as spouse of an insured worker
5. Refunds of excess premium payments on National Service Life Insurance
6. Cash received by the recipient and/or his spouse from retirement or pension systems
7. Net proceeds from sale of real or personal property. Exception: See Sec. A-137
8. Personal income tax refunds.

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-137

PROPERTY

Regulations

A-137

ACQUISITION AND CONVERSION OF REAL OR PERSONAL PROPERTY

A-137

Real or personal property may be acquired or converted to other forms by a recipient without affecting eligibility if the resultant holdings do not exceed the maximum allowed by the code and the transfer is one which does not result in ineligibility. (See Sec. A-138.20)

If the applicant or recipient converts real property to personal property and plans to use the proceeds to purchase a home for his own occupancy, the proceeds from such sale are evaluated as real property between the time of receipt of the proceeds and the purchase of a home or the expiration of one year, whichever is earlier. If a home is purchased within a one-year period and the cost of the home is less than the proceeds received from the sale of real property, the balance is evaluated as personal property as of the first of the following month. However, if the recipient must make immediate repairs on the purchased property in order to provide himself a suitable home, allowance for the cost of such repairs is made when determining whether the cost of the home is less than the proceeds received from the sale.

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A-138.20 TRANSFERS OF REAL OR PERSONAL PROPERTY WHICH DO NOT RESULT IN INELIGIBILITY A-138.20

There is a presumption that transfers made more than two years preceding the application were not for purposes of qualifying for aid or for a greater amount of aid or to avoid utilization.

A-138.25 TRANSFER WITH RETENTION OF LIFE ESTATE A-138.25

There is a presumption that real property transferred with retention of life estate does not affect eligibility. The life estate agreement must be written and recorded.

1. Home property

Transfer of real property at any time with the retention of life estate does not result in ineligibility when the property is the home of the grantor and will continue to be utilized to meet his housing need.

2. Property other than the home

Transfer of real property with retention of life estate within two years prior to application does not result in ineligibility if:

- a. The property is being utilized or a plan for utilization is in progress and the transfer does not preclude future utilization by the life tenant, or
- b. Utilization of the property is not feasible and sale would be a useless act. (See Sec. A-133.56, Item 3)

A-137.10 ACQUISITION OF PROPERTY A-137.10
(Repealed)

A-137.20 CONVERSION OF REAL PROPERTY A-137.20
(Repealed)

A-137.30 CONVERSION OF PERSONAL PROPERTY A-137.30
(Repealed)

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A-138.40

PROPERTY

Regulations

A-138.40 DURATION OF INELIGIBILITY DUE TO TRANSFER OF REAL OR
PERSONAL PROPERTY

A-138.40

The period of ineligibility following a transfer of real or personal property which results in ineligibility begins the first day of the month following that in which the transfer occurred. This period is not extended because of income received during the period.

Aid paid to a recipient during the period of ineligibility has no effect on the period of ineligibility.

The duration of ineligibility due to a transfer of real property is the period during which a reasonable return for the grantor's equity in the property, had it been sold, would have supported the grantor and those dependent upon him. The duration of ineligibility due to a transfer of personal property is the period during which the amount of personal property in excess of the statutory maximum at the time of the transfer would have supported the grantor and those dependent upon him.

The following amounts are used as the monthly maintenance allowance for an individual with, and without, dependents: (A dependent is one whose major support has come from the applicant or recipient.)

1 person \$150.00

1 person with spouse, or,
1 person with one dependent \$200.00

(The allowance is increased by \$50 for each additional dependent)

If there are two or more transfers resulting in ineligibility, the period of ineligibility is the sum of the periods resulting from each transfer and begins with the first day of the month following that in which the first transfer occurred.

The period of ineligibility ends if the property which was transferred and which caused ineligibility is reconveyed to the grantor, or if he receives reasonably adequate consideration for it subsequent to the transfer.

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A-1386 MONEY PAYMENTS AND RESTRICTED PAYMENTS

A-1386

(Subsection A only)

A. THE MONEY PAYMENT

The money payment by warrant immediately redeemable at par shall be made to the grantee or his legal guardian at regular intervals and no restrictions shall be imposed on the use of the funds. The money payment, therefore, assures the right of the recipient to use his payment as he would money received from any other source and to be free to direct his own life. In other words the money payment makes it possible for recipients to carry on their activities through the normal channels of exchange, enjoying the same personal rights and discharging the same responsibilities as do friends, neighbors, and other members of the community. The recipient shall have full use of the warrant and there shall be no state or county control of its expenditure. Payments of aid shall be delivered unconditionally to the recipient in the full amount of the grant for the sole use and benefit of the individual on whose behalf the grant is made.

No payments shall be made to any guardian who is accountable to the assistance agency or to a public institution responsible for providing care to the recipient.

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B-605

MONEY PAYMENTS AND RESTRICTIVE PAYMENTS

B-605

The Welfare and Institutions Code expressly provides that:

"No person concerned with the administration of this chapter shall dictate how any applicant shall expend the aid granted to him." (W&IC 3003, 3402)

Money Payments

In accordance with the intent of this provision, aid shall be granted in conformity with the money payment principle. Money payments are designed to carry out the basic principles of preserving and maintaining human rights, and to assure the recipient the maximum freedom to be self-directing in the use of his funds. They serve as a protection from intrusion into his life, or invasion of his personal rights by governmental agencies. Money payments make it possible for a recipient to carry on his activities through the normal channels of exchange, enjoy the same personal rights and discharge the same responsibilities as do other members of the community.

Assistance payments, made in conformity with the money payment principle, provide that:

1. Aid shall be paid by warrants immediately redeemable at par.
2. Payments shall be made to the payee at regular intervals.
3. Use of the payment shall not be restricted, either directly or by implication.

(Section Continued on Next Page)

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AID PAYMENTS

Aid to the Blind

B-605 (Continued)

B-605

The recipient shall have full use of the warrant and there shall be no state or county control of its expenditure. Payments of aid shall be delivered unconditionally to the recipient in the full amount of the grant for the sole use and benefit of the individual on whose behalf the grant is made.

No payments shall be made to any guardian who is accountable to the assistance agency or to a public institution responsible for providing care to the recipient.

Restricted Payments

A restricted money payment is one given under some condition or limitation which the agency imposes on the recipient's use of the money; i.e., it is a payment in which an express or implied requirement is made of the recipient that delivery of the aid warrant is contingent upon agreement to make certain or specified payments from the aid granted.

The warrant shall be issued to the recipient through the U. S. mail to the address at which he customarily receives mail, or delivered to him according to his instructions.

While the recipient may request the agency to deliver the warrant to him in a specified way, the county shall not determine on its own authority that delivery is to be made to any other person, nor may the county require any special endorsement or use other devices that necessitate the warrant being delivered to, or cashed by, or in the presence of, a specified person other than the grantee or his guardian.

The payment shall be accomplished without direction on the warrant or by letter, or by agreement as a condition of receiving the payment, or by other notification, that the recipient must use his money in a specified way or for a specified purpose.

Instances of several kinds of restricted payments are indicated as follows:

1. Directing that all or part of the aid payment must be applied to specific bills or for the purchase of specific goods or services. Statements to recipients explaining the basis on which the amount of the payment is determined are not in themselves restrictive.
2. Requiring that the recipient submit receipts for the purpose of showing how he has spent all or any part of his aid payment. This does not preclude the verification of rental or other budget items when the purpose is to determine the need of the individual as in the case of original or reinvestigation of eligibility.
3. Requiring the return to the county or deposit with the county of all or part of the aid payment for use in a manner designated by the agency.

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Aid to the Blind

AID PAYMENTS

B-605 (Continued)

B-605

4. Providing services to a recipient's creditors, such as assisting creditors in the collection of the recipient's debts.
5. Payments paid through the medium of a county trust fund or account, and by which the full amount of the warrant is not delivered to the recipient each month.

Services Performed in a Way Consistent with the Money-Payment Principle:

It is the manner in which service is given which determines whether or not the payment is restricted. Various services to recipients can be given in such a way that neither restricted payments nor restrictive practices occur. The following paragraphs describe the ways in which a number of services can be performed in a manner which harmonizes with the money-payment principle:

1. Furnishing information--Informing recipients of community resources provided the recipient, not the agency, decides how and whether resources will be used.
2. Referral and help in using resources--Referring recipients to other agencies and advising recipients how to use community resources are also proper agency functions. These referrals and the advice to recipients shall be given in such a way as not to conflict with the recipient's choice in the use of the payment.
3. Counseling--If advice and counsel about personal problems are given by an agency because the recipient wished it and if the agency worker deals with the problem in the same way as if it had occurred in a self-supporting family, no restrictive payment results. However, controlling the behavior of recipients is not an appropriate function of an assistance agency.

If authoritative action is found essential to protect the welfare of recipients or members of their families, the situation should be referred to the courts, or other appropriate enforcement agencies. The use by the public assistance agency of its power to provide or withhold assistance through threats or penalties associated with counseling results in restricted payments.

4. Personal services in which the agency acts for the recipient--Recipients who are infirm, bedridden, or otherwise incapacitated often request the help of the agency in selecting their mode of living and managing their resources. Such help may include, in a few instances and for a limited period of time pending the appointment of a guardian

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B-605 (Continued)

B-605

or other more permanent arrangements, cashing the check, paying bills, and buying groceries and other items. Here again, not the character of the service but the way in which the service is provided will determine whether or not the aid payment is restricted.

(W&IC 3003, 3008, 3075, 3042, 3460, AGO NS 1382, NS 2382, FSS-Admin.)

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Aid to Needy Children DETERMINATION OF ELIGIBILITY - INCOME

C-356

C-356 (Continued)

C-356

D. RESPONSIBILITY OF STEPFATHERS

1. The Requirement

Where ANC is requested for a needy child living with his mother and stepfather, the stepfather is bound to support his wife's children in accordance with his ability but support cannot be enforced beyond his legal liability. His liability shall not exceed his wife's community property interest in his income, i.e., one-half of his total gross earnings and one-half of other net community income. The measurement of his ability to support is set forth in Sec. C-364, B.

2. The Purpose

The purposes of this provision are to secure continuous and reasonable support from the stepfather without impairing the welfare of the children and without disrupting the unity of the family. To effect these purposes, the needs of the stepfather and his dependents living in the home (i.e., his wife, his children, and other dependents) are to be computed at a standard somewhat higher than the ANC standard to determine how much income is left over to be applied to the needs of his stepchildren. To achieve a higher standard and to give recognition to varied circumstances in stepfather families, ten per cent of the stepfather's gross earnings plus actual contributions to his dependents outside the home are deducted in determining his net income. This ten per cent deduction is also intended to provide incentive to the stepfather to increase his earnings.

It is recognized that policy provisions relating to stepfathers may not answer precisely every question arising out of the great variety of family situations in which there is a stepfather. The county shall resolve such questions within the framework of the purposes and policies set forth.

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-356 (Continued)

C-356

3. Planning with the Stepfather

The stepfather should be encouraged to participate with the mother, in the county's determination of eligibility and planning with the family. He shall be interviewed whenever possible prior to the determination of the amount of the aid payment and the granting of aid. He is required to report the amount and source of all his income and his expenses.

The county shall discuss with the stepfather his plan as to what he can and will do for the children and his plans for their future support. The purpose of interviewing and planning with the stepfather is to encourage him to contribute the maximum amount possible and to ascertain whether the family can be completely self-supporting on the basis of the stepfather's willingness to contribute to the support of his stepchildren. Also, the purpose of this interview with the stepfather is to inform him of his responsibilities under the law and the bases for the amount of his required contributions.

When aid is to be granted the stepfather shall be informed of the needs allowed for the ANC children, and of the family's responsibility for keeping the county informed of changes in circumstances.

4. Relationship to Other Requirements

Where a needy child lives apart from his mother and stepfather, the stepfather is not bound to support the child.

A natural father is not relieved of any legal obligation to support his children by the liability for their support imposed upon their stepfather.

With reference to a stepmother in the home, see Sec. C-225.

5. Proof of Stepfather Relationship

Where a man (who is not the father of the aided child) and the mother of the aided child are deporting themselves as man and wife there is a presumption that the man and the mother are married, and that the man is the stepfather of the aided child.

The presumption and evidence of conduct are sufficient to establish the existence of marriage and the stepfather relationship for purposes of ANC even though the parties in applying for aid deny that they are married. A man and woman deport themselves as man and wife if they live together in a stable family relationship over a reasonable period of time, have represented themselves to the community as man and wife such as by maintaining joint bank accounts or credit accounts, or have made statements to friends, neighbors, etc., that they are man and wife. The man or the mother may refute the presumption of marriage by sufficient evidence.

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INTERCOUNTY DISPUTES AS TO CARE OF INDIGENTS

975 APPLICABILITY OF CHAPTER

The regulations set forth in this chapter are applicable only to those intercounty disputes concerning the care of an indigent which are referred to the SDSW pursuant to Sec. 2504 of the W&IC.

976 ESTABLISHMENT OF RESIDENCE

Residence is established by union of act and intent. Physical presence and an intent to reside at that place must both exist at the same time.

Evidence acceptable to indicate residence intent includes physical presence, statements of the person, purchase of property, investment in business interests, search for employment, presence of immediate family, presence when not employed, registration to vote, and community and business affiliations.

In the absence of evidence to the contrary it may be deemed that residence begins as of the date of entry into the state.

Establishment of residence of persons unable to exercise intent is not governed by this section. Such persons include prisoners, unmarried minors, and married women living with their husbands.

977 COMPUTATION OF LENGTH OF STATE RESIDENCE

The continuity of state residence is suspended but not broken by periods of time spent in a public institution or on parole therefrom, or by absence from the state for employment or other special or temporary purpose. Such periods are not included in the computation of the three-year period the person must have "lived continuously" in the state. Time spent in the state prior to and subsequent to the period of suspension may be added together to compute the total length of state residence.

978 LOSS OF STATE RESIDENCE

State residence is lost only through absence from the state for a period of one year or more for some purpose other than a temporary or special purpose, such as for labor or imprisonment. State residence may be retained, if the person so desires, during an absence of more than a year if the absence is for a temporary or special purpose. If a person remains in the other state after employment or other specific or temporary purpose terminates, there is a rebuttable presumption that he starts acquiring residence in the other state at the time of such termination.

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979 COMPUTATION OF LENGTH OF COUNTY RESIDENCE

County residence need not be determined if the person does not have the required three years state residence.

The continuity of county residence is suspended but not broken by periods of time spent in a public institution or on parole therefrom or in a private charitable institution. Such periods are not included in the computation of the required one year county residence. Time of residence in the county prior to and subsequent to the period of suspension may be added together to compute the total length of county residence.

Absence from the county for special or temporary purpose, such as employment, does not suspend acquisition of the required year period of county residence.

Where county responsibility depends on length of presence because the applicant lacks one year of continuous residence in any county during the three years prior to application, only the time of actual physical presence may be counted. Time spent in a public institution or on parole therefrom or in a private charitable institution shall not be counted as physical presence.

Time spent in a non-responsible county by a person supported pursuant to an intercounty agreement under Sec. 2503, W&IC, shall not be counted either as time of residence or time of presence in the non-responsible county.

980 LOSS OF COUNTY RESIDENCE

Absence from the county with intent to establish residence elsewhere terminates county residence.

County residence is not lost through absence for a special or temporary purpose, such as labor or imprisonment. If a person remains outside the county of residence after employment or other special or temporary purpose terminates, there is a rebuttable presumption that he starts acquiring residence in the other jurisdiction at the time of such termination.

County responsibility may continue pursuant to Sec. 2556, W&IC, even after county residence has terminated.

981 EXAMPLE OF COUNTY RESPONSIBILITY IN ABSENCE OF A YEAR'S RESIDENCE

The "A" family applied for General Relief in county "W" on September 3, 1955, after residing there since January 3, 1955. Investigation disclosed they had lived in the following counties:

	<u>From</u>	<u>To</u>	<u>Length</u>
County W	1/3/55	9/3/55	8 months
County X	3/3/54	1/3/55	10 "
County Y	7/18/53	3/3/54	7½ "
County Z	9/1/52	7/18/53	10½ "

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Since the family has resided in County "Z" for the longest period of time in three years preceding application, County "Z" is responsible for their support.

982 RESIDENCE OF INMATES OF PUBLIC INSTITUTIONS

A person in a public institution or on parole therefrom maintains the residence he had prior to commitment. Exception: Minors. See Sec. 984(c).

983 RESIDENCE OF MARRIED WOMEN

The place of residence of a married woman is that of her husband unless they are living separate and apart. The wife does not thereby acquire her husband's length of residence, but her periods of residence prior to and subsequent to marriage may be added together in computing total residence. If married persons are living separate and apart the wife may establish her own residence in the same manner as any other person.

984 RESIDENCE OF MINORS

A. Married

The residence of minor married persons is determined in accordance with the rules relating to adults and is not affected by their minority.

B. Unmarried

If the residence of an unmarried minor cannot be determined by applying the provisions of Sec. 2553, W&IC, the residence shall be determined under the provisions of Sec. 17.1(c), (d), (e) or (f), W&IC.

C. In Institutions

The residence of a minor may be changed while he is in an institution by the person who determines the minor's residence.

985 RESIDENCE OF SEAMEN

The residence of a seaman as established upon adoption of his career or occupation is usually deemed to remain unchanged. He may, however, fix a residence elsewhere by union of act and intent.

A seaman shall be deemed to have residence for GR purposes if he presents papers showing substantially continuous discharge or sailings from California ports for a period of three years or more and meets the other residence requirements of the law.

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When a seaman is married, his residence is usually the place where his wife and family dwell. A seaman may not start to acquire residence before he first came to the state even though his family preceded him. When a seaman has friends, property or business interests in a certain place and is in the habit of spending his time there when not at sea, this place may be regarded as his residence.

986 RESIDENCE OF ARMED FORCES PERSONNEL

The residence of a member of the Armed Forces generally remains that which he had prior to such service. Residence is neither gained nor lost by being temporarily stationed in line of duty at a particular place even for a period of years.

A new residence may be acquired during service if both act and intent concur. The period of acquisition should be computed from date of such concurrence.

990 INTERCOUNTY DISPUTE PROCEDURE

Any county involved in a dispute with another county involving responsibility for an indigent may refer the dispute to the State Department of Social Welfare by filing Appeal Form In. M-1, or a substantially similar form, with the department. The form must be signed by the chairman of the board of supervisors.

The form must be accompanied by a statement of the evidence and the contentions of the appealing county.

Three copies of all papers must be transmitted so that the department can furnish copies to the other county.

The department shall forward copies of the appeal and supporting documents to the board of supervisors and county welfare director of the other county. Thirty days shall be allowed for an answer. Copies of any material filed by either county shall be forwarded to the other county and an opportunity given for reply. The record shall not be closed for decision until at least thirty days have elapsed without the filing of an answer, or at least fifteen days have elapsed without the filing of a reply to the answer or any subsequently filed material.

The department may base the decision on the written materials filed by the counties, or may schedule a hearing before a referee.

The decision of the director may be appealed to the SSWB within thirty days of the mailing of the director's decision to the county. The appeal must be in writing, but may be informal. The department's record upon which the director's decision was based may be supplemented by additional evidence and contentions or a hearing before the board makes its decisions.

The decision of the board shall be the final decision of the department and shall not be subject to further appeal or rehearing.

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The following sections are repealed:

975-00 Residence Provisions for GR in W. & I. C.
975-10 Residence for GR
975-15 Establishment of Residence
975-50 Requirements of State Residence for GR
975-60 Relief and Residence
975-75 County Residence
976-00 Residence While Absent for Employment or Other Special Temporary Purposes
976-05 Residence While in Public or Private Institution
976-10 Residence While Incarcerated Outside State
976-15 Residence While on Parole
976-20 Residence While in Relief Camp or on WPA Project
976-30 Residence of Seamen
976-35 Residence of Military or Naval Men
977-00 Residence of Married Woman
977-05 Separate Residence of Wife and Husband
977-10 Void or Annulled Marriage and Residence
977-15 Residence of Unmarried Minor Child
977-20 Residence of Illegitimate Minor Child
977-25 Residence of Foundling or Abandoned Child
977-30 Residence of Court Ward
977-35 Residence of Married Minor Child
978-00 Loss of Residence
978-25 Residence Agreements Between Counties
978-50 Procedure for Filing Residence Appeal

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STANDARDS FOR BOARDING HOMES FOR CHILDREN AND APPLICATION OF STANDARDS

IV-190

IV-190 PHYSICAL AND MENTAL HEALTH OF FOSTER FAMILY

IV-190

All members of the family must be in good health, both physically and mentally, and free of defects or disabilities which would adversely affect the care of children. Any other persons in the household including other relatives and employees must also be free of physical and mental defects which would affect the ability of the family to give proper care to foster children.

The law requires annual chest X-rays (to determine freedom from active tuberculosis) of all persons who operate and live in or who are employed in the home. "Persons who operate and live in" means the foster parents (both husband and wife). "Persons employed in the home" means all persons who perform services in the home of assistance in the operation of the home whether or not they are paid for their services.

Certificates showing that the required chest X-rays have been completed within the last year and that the persons are free from active tuberculosis must be kept on file in the home, and shall be reviewed prior to issuance of new or renewal licenses.

In most areas the local Tuberculosis Association will be able to provide the chest X-rays.

The law exempts from the chest X-ray requirement homes operated by and for members of a religious group who rely upon prayer for their protection and health provided that admissions are limited to children of the same faith.

The study and evaluation of the home should include careful consideration of the physical and mental health of all members of the family group. The foster parents should have the physical strength and vigor to carry the responsibilities involved in care of foster children in addition to their regular employment and family responsibilities.

The presence of a physical defect, illness or handicap in one of the foster parents should not disqualify them automatically. The effect of the condition on the person's emotional stability and its relationship to the demands of daily living and the added burden of foster home care should be carefully considered and evaluated. If there is any question, permission should be obtained to consult with the family physician.

The presence of a physical disability, illness or mental defect in any other member of the family (e.g., relative, grandparent or own child) should also be evaluated. No person with a mental defect or emotional illness likely to result in physical or emotional danger to foster children should be in the home. The presence of a child (or other relative) with less severe mental or physical problems in the home should be considered an adverse factor only when the presence of foster children would deprive the family member of needed attention, or when foster children might be deprived of care by the family member's need for extra attention and supervision.

It is desirable for all members of the family to have annual physical examinations through the family doctor.

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Fiscal

GENERAL PROVISIONS

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F-110 DEFINITION OF TERMS

F-110

To insure uniform understanding and application of certain words and abbreviations used in this manual, the following definitions are given:

1. Applicant - The applicant is the person requesting that aid be granted and who signs the application form. He may also be the same person to whom aid is to be paid or for whom aid is granted.
2. Payee - The payee is the person to whom the aid warrant is drawn and who has the responsibility for its disbursement for the benefit of the recipient(s). In most OAS, ANB, and APSB cases the payee is also the recipient.
3. Recipient - The recipient is the person(s) for whose benefit the aid is paid.
4. Categorical Aid - The term "categorical aid" includes OAS, ANB, APSB, and ANC (including county supplemental aid in ANC) and excludes county general relief and all other county welfare payments.
5. Authorization - The term "authorization" or "authorizing action" refers to action taken by a county board of supervisors or its duly appointed agent(s) in granting, denying, suspending, restoring, increasing, or decreasing payment of categorical aid, and returning erroneous repayments.
6. Eligible and Ineligible - The term "eligible" generally refers to meeting the requirements for the receipt of aid. The term "ineligible" generally refers to the failure to meet requirements for the receipt of aid. As used in Chapter VII, these terms refer to the meeting, or the failure to meet, requirements for federal participation in aid payments.
7. Persons Count - The term "eligible persons count" refers to the number of recipients in a particular month in whose aid payment the federal government will participate. The term "ineligible persons count" refers to the number of recipients in a particular month in whose aid payment the federal government will not participate.
8. BHI - Boarding Homes and Institutions, as used in this manual, refers to children in foster homes or institutions who receive ANC.
9. VPMI - Vendor Payments to Public Medical Institutions for care of OAS and ANB recipients.

(W&IC 116)

F-130 GOVERNMENTAL PARTICIPATION IN AID PAYMENTS,
ADMINISTRATION, AND SUBVENTIONS

F-130

The Federal Government and the State Government, through the SDSW, reimburse county governments for certain expenditures incurred by them in payments of categorical aid, in administration of the welfare programs, and for certain subventions.

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F-130 (Continued)

F-130

A. PARTICIPATION IN CATEGORICAL AID PAYMENTS

The State Government participates in all categorical aid payments made by the counties which meet certain specific requirements as set forth in Sec. F-500. The Federal Government participates in all OAS, ANB, and ANC payments meeting the federal requirements specified in Sec. F-520. Charts of financial participation in aid payments and formulas for calculation of governmental shares therein are provided in Sec. F-560 and F-570.

B. GOVERNMENTAL PARTICIPATION IN ADMINISTRATIVE EXPENDITURES

The Federal and State Governments reimburse county governments for certain expenditures incurred by them in administration of the welfare programs as provided in Sec. F-530 and in Chapter VIII.

C. SUBVENTIONS

Adoption cost of care subvention, and partial reimbursement of cost for transportation of needy children are available to counties as provided in Sec. F-550 and in Chapter IX.

(FSSA; W&IC)

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F-240 CONTROLS ON AUTHORIZATIONS TO PAY OR DISCONTINUE AID

F-240

In support of Form ABC 820 or 820 A (F-770,C), Reconciliation Statement, required to be submitted with each monthly aid claim, each county shall maintain in an auditable manner and conveniently accessible to state and federal auditors, the following records:

1. A register, or its equivalent, supporting the reconciliation statement and summarizing the money effect of actions taken by the board of supervisors (or agent) in granting, modifying, or discontinuing aid. Form ABC 822, Register of County Authorizations, is recommended as being applicable in most counties for this purpose.
2. In addition to the completed, signed authorization documents required to be filed in individual case records, each county shall maintain a chronological file of authorization documents grouped according to board of supervisors (or agent) action date. Such a group is hereafter referred to as a "batch." Each batch may be subdivided by type of action, that is; new cases and restorations, increases, decreases or discontinuances. The individual documents shall be filed within each batch in state

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FISCAL

ACCOUNTABILITY

F-240

F-240 (Continued)

F-240

number order. To each batch shall be attached a recapitulation of the money effect of the documents included in it. This may be in the form of a listing or some other type of recapitulation suitable in the individual county. It shall, however, identify the individual cases entering into the batch totals, and shall be signed by the board clerk or agent. (See Sec. F-300.) Form ABC 821, Batch Voucher, is recommended as being applicable in most counties for this purpose. The totals of each batch voucher shall be entered in the register of authorizations (or its equivalent) referred to in Item 1, above.

3. Batch vouchers shall be grouped and totalled separately for each type of claim:
- a. OAS. Note: For recipients who are in public medical institutions include only the amount authorized to be paid directly to the recipient.
 - b. OAS-VPMI. Only the amount authorized to be paid to the institution shall be included.
 - c. ANB. Note: For recipients who are in public medical institutions include only the amount authorized to be paid directly to the recipient.
 - d. ANB-VPMI. Only the amount authorized to be paid to the institution shall be included.
 - e. APSB
 - f. ANC
 - g. ANC-BHI

(W&IC 114, 115, 116)

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Fiscal

AID PAYMENTS

F-310

F-310 RULES GOVERNING AID PAYMENTS

F-310

A. METHOD AND TIME OF PAYMENT

All aid paid shall be by warrant of the county, except that in ANC mismanagement cases aid may be paid totally or partially in kind (See Sec. F-360), and vendor payments to public medical institutions in OAS and ANB may be made by transfer of funds.

County warrants issued in payment of aid shall be redeemable at par. The county shall at all times guarantee the cashing of warrants without discount. If it becomes necessary for the county to register its warrants, the SDSW shall be notified at once as to arrangements made:

1. With local banks for the immediate cashing of warrants at par on demand, or
2. Through the State Department of Finance under the provision of Sec. 29870 et seq. of the Government Code.

Payments of aid shall be made monthly in advance, except certain payments in ANC mismanagement cases (See Sec. F-360), payments of ANC for children who are living in boarding homes or institutions, and vendor payments to public medical institutions for OAS and ANB recipients. Payments of ANC for children living in boarding homes or institutions may be made to the boarding home or institution either in advance or subsequent to the furnishing of care and support. One warrant may be issued to each boarding home or institution covering all children receiving ANC in the home to whom board and care is given during the month, or a separate warrant may be issued for each child or family group. VPMT payments shall be made after the end of the month for which care was rendered.

Payment is effected by deposit of the warrant, properly stamped and addressed, in the U. S. mail, or by delivery to the payee by an authorized representative of the county. Enclosures with warrants are restricted to those matters relating to administration of the program under which the warrant is issued.

Advance payment means delivery of the warrant on, or as near as possible to, but not before, the first day of the month. The warrant shall be deposited in the mail in sufficient time to insure delivery on the first postal delivery day of each month. (See Government Code 29800) (For exception see Sec. A-1306, Initial Payments, Paragraph B, of the Manual of Policies and Procedures - OAS.)

If a recipient is eligible on the first day of the month, he is entitled to receive payment for the full month.

The state, federal, and county portions of the aid shall be paid at one time by a single warrant.

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AID PAYMENTS

Fiscal

F-310 (Continued)

F-310

B. LIMITATIONS AS TO PAYEE

1. Recipient of Payment

In OAS, ANB, and APSB payments of aid shall be made promptly and directly to the recipients, except in cases involving guardianships of the estates, and vendor payments to public medical institutions for care of OAS and ANB recipients. (See Manual of Policies and Procedures - OAS and AB.) In ANC, payments of aid shall be made directly to the authorized payees (see Sec. C-521 of the Manual of Policies and Procedures - ANC), except in mismanagement cases. (See Sec. F-360, and Sec. C-516 of the Manual of Policies and Procedures - ANC.)

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AID PAYMENTS

F-310

F-310 (Continued)

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2. Payments Upon Death of Recipient or Payee

If an eligible recipient (including child receiving ANC) dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred. If the county has knowledge that the recipient died on or after the first day of the month and prior to the preparation of the warrant, except in ANC, the warrant shall be made payable to one of the following:

- a. The decedent.
- b. The duly appointed and qualified executor or administrator of the recipient's estate.
- c. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. If the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be made payable to such successor when he furnishes the county auditor with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.

If a recipient (other than ANC) dies before aid authorized prior to his death is paid to him, such aid shall be made payable as outlined above. If aid is authorized subsequent to the applicant's death or if aid is increased by county action subsequent to the recipient's death, such aid is not payable and the warrants, if drawn, shall be canceled except in cases of appeal granted by the SSWB, when the appeal was filed before the applicant's or recipient's death.

If a recipient in a Public Medical Institution dies before the end of the month, that portion of the grant previously authorized to be paid to the institution shall be paid to the estate of the recipient.

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A warrant which has not been endorsed may be endorsed only by one of the following:

- d. The duly appointed and qualified executor or administrator of the recipient's estate.
- e. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.
 - (1) If the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be endorsed by such successor when he furnishes the county with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.
 - (2) Endorsements on warrants made under Summary Probate Proceedings should incorporate or refer to the affidavit required of persons claiming estates under Sec. 630 of the Probate Code, Summary Probate Proceedings. If the payee is other than the recipient, the warrant shall not become part of the payee's estate in case of the payee's death. The warrant issued to the deceased payee shall be canceled and a duplicate warrant shall be issued to the new payee.

In ANC, if the payee dies, the warrant issued to the deceased payee shall be canceled and a duplicate warrant shall be issued to the new payee.

(W&IC 1552.3, 1560, 2140, 2183, 3075, 3460)

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F-400 TERMINOLOGY USED IN AID REPAYMENTS

F-400

Subsection A only

A. REPORTABLE REPAYMENTS RECEIVABLE

While all amounts received from, or on behalf of, recipients or former recipients are required to be reported as abatements on aid claims to the state (See Chapter VII) only amounts received for those accounts specified as "Reportable Repayments Receivable" are to be included in the "Quarterly Repayment Receivable Report," Form ABC 830. (See Section F-890.)

Although not all repayments received are to be reported on the Quarterly Repayment Receivable Report, the principles and procedures for follow-up collection and recording specified in this chapter are applicable. Reportable Repayment Receivable Accounts are overpayments totalling \$2 or more for which there is a right to demand repayment but which have not been adjusted by decrease or discontinuance of aid or by cash repayment during the two months following the month in which the last overpayment occurred.

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F-410

AID REPAYMENTS

Fiscal

F-410 DEMAND FOR REPAYMENT

F-410

For all repayments receivable, a formal written demand shall be served promptly upon the debtor. This demand may be mailed to the debtor or may be delivered in person. It shall include the following:

1. The reason for, and the amount of, the repayment due.
2. A statement that the right to request repayment exists.
3. A statement that the repayment is due and payable immediately and that repayment or a satisfactory plan for repayment is required within 30 days. (If the debtor possesses liquid assets, the amount of the overpayment, to the extent of the liquid assets, may be recovered in cash from the liquid assets or by discontinuance or reduction of aid. Amounts of overpayments over and above the amount of the liquid assets are collectible under Sections F-430 and F-440.) If the debtor is without resources other than the grant and the income required to meet the current need, a statement shall be made that he is not obligated to make repayment from such funds.
4. A statement that, upon request, a county representative will be available to advise him as to his rights and responsibilities with respect to the amount due. He shall also be advised of his right to be represented by a person of his own selection whenever the debt is discussed with him.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

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Fiscal

AID REPAYMENTS

F-420

F-420 DETERMINATION OF DEBTOR'S ABILITY TO REPAY

F-420

When the right to request repayment exists a determination shall be made as to the debtor's ability to repay the amount due. The following shall be recorded centrally or in the case record:

1. A statement of the sources and amounts of income.
2. A listing of real and personal property.
3. If aid is currently being paid, a listing of real and personal property required to meet continuing needs as defined in Sec. F-430, Source of Repayment.
4. A statement from the debtor as to his intent and pecuniary ability to repay.
5. A listing of any liquid assets and their current market value.
6. County's decision as to manner in which debt will be liquidated, (i.e., current adjustment, offset, or cash repayment).

Form A, Statement of Debtor's Resources, (See Form Chapter) is suggested for the recording of the investigation.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

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F-430

AID REPAYMENTS

Fiscal

F-430 SOURCE OF REPAYMENT

F-430

Repayment shall be demanded from any and all resources (real and personal property) of the debtor, except that repayment shall not be requested from:

1. The current grant or income required to meet the current needs of a recipient, or, in ANC, of the child or his parents or both except when aid is reduced or discontinued as a current adjustment or offset.
2. Real and personal property required to meet continuing needs of a recipient, or, in ANC, of the child or his parents or both.

These are:

- a. Real property: the home in which a recipient lives or other property producing net income which is contributing substantially toward meeting current need, or in ANC, that which provides the child or his parents with shelter or other items of current need or is producing net income which is contributing substantially toward meeting current need. This, however, does not preclude a county from filing a lien against real property.
- b. Personal property: essential household furniture and equipment, personal effects, personal jewelry, clothing, an automobile if such automobile has been determined to be necessary, and, in ANC, tools, supplies, equipment and other items which are part of a program of rehabilitation for a parent or necessary to the production of net income which contributes toward meeting current need.

Repayment may be accepted in lieu of discontinuance or decrease of the grant during the current adjustment period provided:

1. The repayment is accepted within the two calendar months following the month of overpayment, and
2. The amount accepted does not exceed the amount recoverable through discontinuance or decrease.

Repayment may be demanded, within the provisions of the Probate Code, from any and all real and personal property of the estate of a debtor, except that the rights of the county shall be subordinated to the rights of a surviving spouse or minor child who is a recipient of aid, if the surviving spouse or guardian of the child executes an agreement not to transfer or encumber such property without the consent of the county.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

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F-440	PLAN FOR COLLECTION OF REPAYMENTS	F-440
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A. Procedures shall be established to safeguard the moneys due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayment exists.
4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semiannually. If circumstances justify, follow-up may well be made monthly.

B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been transmitted to, and approved by, the SDSW.

1. If the debtor possesses liquid assets the amount of the overpayment is recoverable to the extent of the liquid assets by immediate repayment from liquid assets or by reducing or discontinuing the grant to which the recipient is currently eligible. If the overpayment is larger than the amount of liquid assets, the remainder is collectible through the following provisions of this section.
2. If, within a reasonable time from service of a Demand for Repayment (See Sec. F-410), the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a noninterest bearing Agreement to Reimburse Note (see Suggested Forms B and C in Form Chapter). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note the debtor may be requested to execute a Confession of Judgment (see Suggested Form D in Form Chapter) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary.

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AID REPAYMENTS

Fiscal

F-440 (Continued)

F-440

3. If the debtor is unwilling to execute a note or a Confession of Judgment, the county shall file a suit unless investigation prescribed in Sec. F-420 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suite in small claims court is recommended, but not mandatory.
4. Whenever a judgment has been obtained (whether after trial or upon confession of judgment), an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property.
5. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 9 of this section.)
6. If the debtor is a recipient of aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, collection shall not be initiated until the property is sold, or after his death, at which time the county shall file a claim against his estate.
7. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. F-400 shall be checked to determine if a claim for repayments receivable can be filed against the estate.

Any probates of estates of deceased recipients of OAS which indicate that the decedent may have been possessed of property in excess of the amount authorized by law shall be investigated further to determine if action under W&IC 2223 is in order. (See Sec. F-450.)

8. Other remedies contained in the California Code of Civil Procedures, except as prohibited by W&IC 1505, 2006, 3008, and 3407, may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.

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Fiscal

AID REPAYMENTS

F-440

F-440 (Continued)

F-440

9. Counties may include in their promissory notes a provision that the debtor waives the Statute of Limitations. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:

- a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
- b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
- c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures, Sections 336 to 345, inclusive.)

- C. Although the steps outlined in this section are in a certain sequence the county need not follow such sequence and the county may take the more forceful steps suggested herein skipping certain intervening steps.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

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F-470	COUNTY REPAYMENT RECEIVABLE RECORDS	F-470
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There shall be maintained in each county a central repayment receivable record (Form ABC 831 or equivalent) for each repayment receivable account. A Repayment Receivable record shall be filed by program under state number order or alphabetically and cross indexed. Provision must also be made for separation of the "Reportable Repayments Receivable Accounts" from all others not to be included in the report to SDSW.

The Repayment Receivable Record shall provide data as to:

1. The debtor's name and state number and whether currently in receipt of aid.
2. The amount of the repayment receivable.
3. The period to which the overpayment applies.
4. The reason for the overpayment.
5. Record of any changes in the determinations included in Items 2 through 4.
6. Whether a Statement of Debtor's Resources, or equivalent, is on file.
7. All repayments made with dates and amounts; all amounts credited as a result of discontinuance or decrease of aid by the offset method.
8.
 - a. Whether Agreement to Reimburse Note or Confession of Judgment procured.
 - b. All legal actions taken, judgments procured, property liens taken, and resulting attachments.
 - c. In case of fraud, whether criminal action was taken and the outcome thereof.

A chronological record of all contacts made by letter or personal visit shall be maintained either on Form ABC 831 or in case record.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

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F-480

AID REPAYMENTS

Fiscal

F-480 CLASSIFICATION OF REPAYMENTS RECEIVABLE ACCOUNTS

F-480

Accounts shall be closed under the following conditions:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection cannot be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If the Statute of Limitation has run on the debt; a final effort shall be made to obtain repayment, but if this effort is unsuccessful, the account may be closed.
5. If the debtor is deceased and there is no feasible means of recovery from the estate or the heirs.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When the debtor's whereabouts is unknown; county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.
8. For any other reason upon the written recommendation of the District Attorney or County Counsel.
(W&IC 115, 116, 1560, 2140, 3075, 3460)

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F-490

AID REPAYMENTS

Fiscal

F-490 QUARTERLY REPAYMENT REPORT

F-490

Within 30 days after the close of each calendar quarter each county shall send to the Central Office of the SDSW a quarterly Repayment Receivable Report Form ABC 830. This quarterly report shall include only those items defined as Reportable Repayments Receivable in Item A of Sec. F-400. It shall not include Responsible Relative contributions or accounts; Voluntary Repayments; Current Cash Adjustments; Claims filed by SDSW under W&IC Secs. 2223 and 2223.5; or items affecting county funds only.

A quarterly Repayment Receivable Report shall be transmitted for each of the following categories of aid:

1. Old Age Security
2. Aid to the Blind, including ANB and APSB
3. Aid to Needy Children, including family cases and children in boarding homes and institutions.

If preferred, counties may submit the repayment report on a monthly rather than a quarterly basis. If the report is submitted monthly, it shall be submitted not more than thirty days after the close of each month and shall in all other respects conform to the requirements stated in this section.

If there are no repayments receivable for any or all of the programs, Form ABC 830 marked "none" shall be submitted.

Each report shall commence with the ending balance of the immediately preceding report unless an error has been made. In the latter case start with the correct amount and explain the difference as a footnote.

(W&IC 115, 116, 1560, 2140, 3075, 3460)

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Fiscal GOVERNMENTAL PARTICIPATION F-500

F-500 STATE PARTICIPATION IN AID PAYMENTS F-500

The State Government participates within the statutory maxima, in all OAS, ANB, APSB, and ANC payments which are properly authorized by county boards of supervisors or their duly appointed agents and are paid to or on behalf of eligible persons provided:

- 1. The recipient is in receipt of one categorical aid only.
- 2. Payment is made for a month in which the recipient is living, and only to the recipient or the authorized payee, except in certain situations involving payment for the month in which the recipient dies. (See Sec. F-310)
- 3. The warrant for the payment is presented for redemption to the county treasurer within six months of its date, or if a reissued warrant, within the same time limit applying to the original warrant. (See Sec. F-320)
- 4. The warrant is properly endorsed. (See Sec. F-310)
- 5. Payment is not in kind, controlled, or restricted. Exceptions: payments for ANC mismanagement cases (see Sec. F-360, and Sec. C-516 of the Manual of Policies and Procedures - ANC), and vendor payments to public medical institutions.
- 6. New, restored, or retroactive payments or payments following suspension are made only in accordance with Secs. A-1302, A-1306, A-1316 and A-1324 of Manual of Policies and Procedures-OAS, Secs. B-624, B-630 and B-636 of the Manual of Policies and Procedures-AB, and Secs. C-518, C-536 and C-545 of the Manual of Policies and Procedures-ANC.
- 7. The warrant for an initial payment is delivered during the month in which county action authorizing aid is taken, or not later in the following month than such delivery would normally be made under the county's customary fiscal procedure.

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420, 3432)

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F-520

GOVERNMENTAL PARTICIPATION

Fiscal

F-520 FEDERAL PARTICIPATION IN AID PAYMENTS

F-520

The Federal Government participates in most, but not all, of the OAS, ANB and ANC payments made to or on behalf of eligible persons in whose payments there is state participation.

In OAS and ANB there is no federal participation in:

1. Any payment made to or for a patient who is confined to any private institution maintained for the purpose of treating persons suffering from tuberculosis or mental disease. Federal participation is therefore not available in payments to or for recipients in private homes or institutions licensed by the State Department of Mental Hygiene to care for the mentally ill or in private tuberculosis institutions licensed by the State Department of Public Health. Likewise there is no federal participation in payments made to or for patients cared for in other types of private institutions if there is a diagnosis of tuberculosis or psychosis. (If federal participation is in order on the first day of the month, the federal government participates in the payment for the full month although the recipient may be admitted to a tuberculosis or mental hospital or institution during the month.) See Manual of Policies and Procedures-OAS and AB.
2. Any payment made to a guardian who is an employee of the State Department of Mental Hygiene.

In ANC there is no federal participation in any payment made:

1. For a child over 16 years of age who is not attending school regularly. (See Secs. C-435 and C-438 of the Manual of Policies and Procedures-ANC)
2. For a caretaker who does not come within the definition of a needy relative. (See Sec. C-439 of the Manual of Policies and Procedures-ANC)
3. For a child who is not living in the home of a relative who has the required degree of relationship to the child. (See Secs. C-423 and C-426 of the Manual of Policies and Procedures-ANC)
4. For a child living in a private boarding home or in a public or private institution or hospital other than for temporary care as defined in Sec. C-426 of the Manual of Policies and Procedures-ANC.
5. To a payee who does not have the required degree of relationship to the child. (See Secs. C-429 and C-432 of the Manual of Policies and Procedures-ANC)
6. Which, in a mismanagement case, includes an amount for fewer than two budget items, is controlled, or is made in kind. (See Sec. F-360 and Sec. C-516 of the Manual of Policies and Procedures-ANC)

In APSB, there is no federal participation.

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The following are additional circumstances which govern federal participation:

A. INITIAL PAYMENTS ON NEW APPLICATIONS, REAPPLICATIONS AND RESTORATIONS

The first payments made on new applications, reapplications and restorations are initial payments.

In ANC, "initial payments" also include the first payment for a child transferred from a boarding home to a family budget unit, for the addition of a child to a family budget unit already on ANC, or for the addition of an eligible relative, whether the actual payment is or is not increased. Federal participation is not available prior to the month in which authorizing action is taken to transfer or add a child or eligible relative.

If the investigation of eligibility has extended beyond the period specified in W&IC Secs. 1550, 2180.5, 2180.6 or 3082, the initial payment may represent payment for more than one month. There is no federal participation in retroactive initial payments except as provided in Item B of this section.

There is federal participation beginning with the payment for the month in which the aid is granted if the warrant for the month is delivered in the same month, or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure.

Exceptions:

1. In OAS and ANB there is no federal participation in the first payment delivered to an applicant who remains in a public institution for the full month for which the warrant was paid, other than an eligible patient in a public medical institution. (See Manual of Policies and Procedures OAS and AB)
2. In OAS, there is no federal participation in aid which is paid "conditionally" on the basis of "presumptive eligibility" unless the county completes its investigation and determines eligibility within two months after the first month for which aid was paid conditionally. Federal participation in the payments shall be claimed retroactively. Such retroactive federal participation shall be claimed on the basis of the grant as determined by the completed investigation. Conditional aid can be paid only following discontinuance of OAS because of employment.

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GOVERNMENTAL PARTICIPATION

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B. RETROACTIVE AID

Retroactive aid means aid paid in a subsequent month for some preceding month or months. (Exception: OAS and ANB vendor payments to public medical institutions for the preceding month are not considered retroactive.)

1. Appeals

Federal participation is available beginning with the payment for the second month prior to the month in which the appeal was filed, excluding any month within this period which was prior to the month in which aid was improperly denied or withheld. The foregoing applies to payments made to carry out an appeal decision by the SSWB, or to adjust an appeal which has been filed but not yet heard or submitted to the SSWB for decision.

2. Erroneous Denial of an Application or Erroneous Discontinuance of Aid

There is federal participation in certain retroactive payments made by a county to correct its previous erroneous action. Such participation begins with the second month prior to the month in which the correcting action is taken, provided federal participation would have been available had the previous action been correct (i.e., there is no federal participation in payment for any month prior to that in which aid was improperly denied. Had the correct action been taken in the first place, the payment for such previous month would have been a retroactive initial payment in which no federal participation would have been available.)

3. Aid Increased

Aid which was paid in accord with the authorized award is later found to be less than the amount to which the grantee was entitled, and the additional amount due is paid. There is federal participation in the retroactive payment provided it is authorized before the end of the second month after the month for which paid.

4. Earlier Beginning Date of Aid on an Application or Restoration

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization provided:

- a. the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made

and

- b. the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

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C. CORRECTION OF PAYMENTS NOT MADE IN ACCORDANCE WITH THE AUTHORIZED AWARD

1. Payment Made for Less than the Authorized Award

The payment for a particular month was erroneously made for less than the authorized award or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation.

2. Payment Made for More than the Authorized Award

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment. (See Sec. F-760 for claiming procedure)

D. DELAYED PAYMENTS

Under each of the following circumstances, if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the month in which the payment was authorized.

1. Returned Warrants Due to Change of Address

Warrants returned to the auditor's office because of change of address shall be transmitted to the new address promptly but not later than the above specified time limit.

2. Payment of Suspended Aid

Warrants are released following suspension of payment while investigation is made. (See Sec. A-1324 of the Manual of Policies and Procedures-OAS, Sec. B-636 of the Manual of Policies and Procedures-AB, and Sec. C-536 of the Manual of Policies and Procedures-ANC) Initial warrants may not be suspended.

3. Change in Payee

Aid is continuous and delay occurs because of change in payee.

4. Transfer of Aid

The second county, in a transfer case, fails to begin aid on the due date and pays retroactive aid from that date.

(W&IC 1553, 1560, 2140, 2183.9, 2186, 3075, 3087; FSSA)

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F-550 STATE SUBVENTIONS TO COUNTIES

F-550

There are two types of subventions paid by the state to the counties:

1. Adoption Cost of Care Subvention for the cost of care of children placed under the custody of a county welfare department pursuant to Section 226c of the Civil Code.
2. Transportation of needy children.

The rules governing payment of these subventions are set forth in detail in Chapter IX.

(W&IC 2140, 2160.7, 3044.1, 3075; CC225q)

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Fiscal

AID CLAIMS

F-710

F-700 TYPES OF AID CLAIMS

F-700

Governmental participation in aid payments made by the counties in the categorical aid programs is allowed by the state on the basis of claims filed by each county. Claims are filed monthly with the SDSW and are classified according to type as follows:

A. VOUCHER CLAIMS

Voucher claims, upon approval by the SDSW, are applied as credits against the monthly advances made to the counties on the basis of quarterly estimates and include the following:

1. Old Age Security
2. Aid to Needy Blind
3. Aid to Partially Self-supporting Blind Residents
4. Aid to Needy Children (excluding children in boarding homes and institutions)
5. Payments to Public Medical Institutions for OAS Recipients
6. Payments to Public Medical Institutions for ANB Recipients

B. CASH CLAIMS

Cash claims for ANC in Boarding Homes and Institutions, upon approval by the SDSW, are certified to the State Controller for payment to the county by state warrant. These claims include all payments for children who are placed in boarding homes or institutions.

(W&IC 116, 1556, 1556.5, 2189, 3087.3, 3482; FSSA)

F-710 FORMS USED IN AID CLAIMS

F-710

Monthly claims for categorical aid payments are prepared on the following forms:

A. CERTIFICATION, FORMS AG, BL, CA 800, AND AB 800-V

These forms are required in triplicate and provide the certification of county officials upon which claims are approved for payment or credited against advances. They shall be signed by the county welfare director and the county auditor or auditor-controller.

B. CLAIM SUMMARY SHEET, FORMS AB, CA 802, AND AB 802-V

These forms are required in triplicate and summarize claims for individual items detailed on the aid payrolls, contra rolls, and schedules of adjustment for the current formula periods. The totals are transferred to the certification form.

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C. OAS, ANB, ANC VOUCHER CLAIM SUMMARY SHEET, FORMS AB, CA 802A

These forms, required in triplicate, summarize claims for individual items detailed on the OAS, ANB, or ANC voucher aid payrolls, contra rolls, and schedules of adjustment applying to the federal formula period October 1, 1948 through September 30, 1952. The totals are transferred to Line 4 of the certification form.

D. RECONCILIATION STATEMENT, FORM ABC 820 OR 820A

This form, required in triplicate, is prepared from batch voucher controls as provided in Sec. F-240 and is to be signed by the welfare director or county auditor depending upon which office maintains the reconciliation controls and prepares the statement. (See Sec. F-770, C)

E. AID PAYROLLS AND CONTRA ROLLS, FORMS AB 801, AB 801-V, CA 801 AND CA 801-BHI

These forms are required in original only or legible first copy. Those retained in the county (see Sec. F-210) shall be exact duplicates. The information provided for on the SDSW prescribed payroll and contra roll forms is the minimum information required. Any special county forms shall contain all of the information required by the state forms and shall not be used by a county prior to specific written approval of the SDSW.

F. SCHEDULE OF REPAYMENTS, FORM ABC 803

This form, required in original only, is used for reporting voluntary repayments for all periods and repayments of aid applying to federal formula periods prior to October 1, 1948, (APSB prior to October 1, 1947, and ANC-BHI prior to October 1, 1939). The totals are transferred directly to the appropriate lines of the certification form.

G. REPORT OF REPAYMENT, FORM ABC 808

This form, required in original only, provides for computation of the distribution of individual repayments of aid according to governmental sharing formulas. Its detail supports the contra roll for repayments in the current formula period or the schedule of repayments for prior formula periods and voluntary repayments for all periods. All pertinent data for which provision is made on the form shall be provided for each individual repayment.

Counties should complete accurately and submit the report of repayment, Form ABC 808. If, after a showing of accuracy, the county desires to retain these forms in county files rather than submit them to SDSW, it may request SDSW for permission. If SDSW grants permission, a copy of the Form ABC 808 must be included with the other records which are filed together by month in a place convenient to state and federal auditors. Permission to retain Form ABC 808 will be granted only to counties who have a showing of continuing accuracy.

H. SCHEDULE OF ADJUSTMENTS, FORMS AB, CA 816

These forms, required in original only, are used by the county to effect the necessary corrections in the current claim or in claims for prior months. The form is also used by the SDSW in making state adjustments of county claims for prior months.

(W&IC 116, 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

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F-730

AID CLAIMS

Fiscal

F-730 CLAIMING OF AID PAYMENTS

F-730

A. CLAIMS--GENERAL

County payments of categorical aid shall be listed in state case number order on aid payrolls, Forms AB 801, AB 801-V, CA 801, and CA 801 BHI. Exceptions: Non-County (N), Non-Federal (X), and Non-County Non-Federal (S) cases may be reported on separate pages of the payroll. BHI cases may be listed alphabetically by payee. OAS and ANB VPMT claims may also be arranged in alphabetical order by names of institutions. If the alphabetical arrangements are used and there is more than one case with the same payee or in the same institution, they shall be listed in state case number order under the name of each payee or institution.

The payments being claimed shall be listed in separate payroll sections according to whether they are included in the continuing roll, current supplemental rolls, or rolls for payments applicable to prior months.

On all payrolls and contra rolls, the following information shall be provided in the appropriate headings and columns:

1. The name of the county filing the claim.
2. The month and the year of the claim.
3. The type of roll, i.e., payroll, cancelation contra roll, or repayment contra roll.
4. State case numbers.
5. In OAS, ANB, and APSB payrolls and contra rolls the payee's name exactly as it appears in the signature on the application. If county mechanical equipment makes it advisable, the given initials only need be shown. If a guardian of the estate has been appointed, both the name of the guardian and the name of the recipient shall appear on the aid payroll. In OAS and ANB VPMT claims also include the name of the institution.

In ANC, the name of the payee shall be shown exactly as it appears on the latest authorization document. In ANC voucher claims, the names of the children need not be shown. In ANC-BHI the name and the amount of payment for each child and name of the payee shall be shown.

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AID CLAIMS

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F-730 (Continued)

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6. In regular OAS and ANB the warrant amount and the excess over the federal matching base. In APSB, the warrant amount.

In OAS and ANB VPML, the persons count for each case on which no direct payment is made to the recipient, the amount paid to each recipient, the amount paid to the institution for each recipient, the total payment to both (not to exceed the maximum under OAS or ANB), and the excess over the federal matching base. If the payroll is arranged alphabetically by the names of the institutions the total amount paid to each institution shall be shown in the remarks column opposite the name of the institution. If the payroll is arranged in state case number order the total amount paid to each institution shall be shown at the end of the payroll.

In ANC, the persons count in each case for individuals eligible and ineligible for federal participation segregated as to needy eligible relative, eligible children and ineligible children; the warrant amount including any county supplemental aid; and the state and federal bases amounts.

In ANC-BHI, the number of children, the warrant amount including any county supplemental aid, and the state basis amount segregated into columns according to county residence. In ANC-BHI, the amounts paid and basis amounts shall not be shown in total for each case but shall be segregated individually for each child in the case.

7. The warrant numbers and dates. If all warrant numbers on a given roll or page carry the same date, the date may be indicated at the beginning of the roll or top of the page rather than individually for each warrant.

In OAS and ANB VPML claims, journal entry identifications may be used instead of warrant numbers for payments to the institutions.

8. All pages in a payroll or contra roll section shall be numbered consecutively and shall carry individual totals by page for each column. In addition to the column totals, the numbers of persons by participation status shall be totaled at the foot of each page. Page totals shall be added and footed on the last page of each section.

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F-730 (Continued)

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B. CLAIMS FOR PRIOR MONTHS

Payments for prior months may be grouped on the payroll in either of two ways:

1. According to month in state number order under each month (alphabetically by payee or institution under each month in BHI and VPMI optional).
2. In state number order only (alphabetically by payee or institution in BHI and VPMI optional) with the month to which each payment applies shown in the remarks column. If one warrant is issued covering more than one prior month for a given case, the total warrant amount need not be shown, but the amount paid for each individual month shall be reported separately.

The method selected by each county shall be used consistently on each monthly claim and from month to month.

OAS, ANB, and ANC voucher payrolls shall be grouped and totaled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948 through September 30, 1952.

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F-730

AID CLAIMS

Fiscal

F-730 (Continued)

F-730

I. CLAIMING FOR OAS AND ANB RECIPIENTS IN PUBLIC MEDICAL INSTITUTIONS

The OAS and ANB laws provide for payments to patients in public medical institutions for personal and incidental expenses, as well as payments to the institutions for medical care rendered. (See F-500.8.) The total of both payments shall not exceed the amount to which the recipient is currently eligible.

1. Direct Payments to Recipients

Payments to patients shall be made monthly in advance, reported on the regular OAS and ANB payrolls, and coded "V". There is federal participation in such payments provided the requirements of Sec. F-520 are met.

If a recipient leaves the institution or dies before the end of the month he or his estate will be entitled to receive the remainder of his grant. No payment for this recipient will be made to the institution for that month. He will not be considered a vendor recipient and the supplemental payment made to him or his estate will be reported in the same manner as increases to other recipients on the OAS or ANB payroll.

2. Vendor Payments to Public Medical Institutions

Payments to hospitals shall be made within the month following the month in which care was rendered. Such payments are not considered retroactive. There is federal participation in these vendor payments provided all other federal requirements are met.

Payments to hospitals shall not be reported on the regular OAS or ANB claims. Separate claims for Payments to Public Medical Institutions are required for each category, OAS and ANB. For purposes of VPMI claims, the term "current month" on the claim forms is defined as the month immediately preceding that in which the payments to the institutions are made.

Although data concerning direct payments to recipients are required to be included on the VPMI payrolls (See F-730-A.6), these data are for informational purposes and to facilitate the reporting of the correct persons count and amount of excess over the federal matching base for the total grant in each case. Where direct payments have been made to recipients, the persons count and amounts of direct payments are not used in computation of the federal, state, and county shares of the payments to institutions since these data are included in the regular OAS and ANB claims.

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AID CLAIMS

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J. REPORTING OF RETURN OF ERRONEOUS REPAYMENTS

If an erroneous repayment has already been reported on a claim to the SDSW and such erroneous repayment is returned to the person, the county shall report the return on a current claim in the same manner as payments for prior months are reported or, if the county fiscal procedure requires it, as a credit item on the contra rolls for repayments.

If the erroneous repayment was not previously reported on a claim to the SDSW, the return of the erroneous repayment shall not be reported, but all pertinent facts regarding the return shall be incorporated into the case record.

K. HELD OR SUSPENDED AID WARRANTS

An aid warrant once drawn, even though held or suspended, shall be claimed in the same manner as other aid warrants delivered in the month in which drawn. If a held or suspended warrant is later canceled, the cancelation shall be reported on the claim for the month in which canceled and a copy of the document authorizing the cancelation shall be filed in the recipient's case file. Initial warrants may not be suspended.

(W&IC 116, 1510, 1511, 1512, 1552.2, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560, 2020, 2021, 2140, 2183, 2186, 2187, 2189, 2200, 2222.7, 3025, 3075, 3084, 3087.1, 3087.3, 3420, 3432, 3460, 3472, 3480, 3482; FSSA)

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F-750 REPORTING OF REPAYMENTS
(Subsections Bld, and C only)

F-750

Bld. Current Adjustment Period, Discontinuances and Repayments

In an instance in which both a repayment and a current adjustment period discontinuance are utilized to adjust for an overpayment, the amount discontinued shall not be considered in the computation of the distribution of the repayment.

Example F - An ANC case, consisting of two federally eligible children (relative not needy), received \$100 for the month of February 1952 and during the month reported income of \$75 which was to be continued each month. In March the children were eligible to receive \$25. Since there was an overpayment of \$75 in February, aid was discontinued February 29 to adjust for \$25 of the overpayment. The family repaid the balance of \$50. In April aid was restored in the amount of \$25. The following explanation is made on Form ABC 808: \$100 was paid in February 1952. \$75 overpayment because of income which will be continuous. Reported February 17. \$25 adjusted by discontinuance for March, leaving \$50 overpayment.

The distribution of the case repayment of \$50 is computed as follows:

	Total Amount (1)	State Basis (2)	Federal Basis (3)	Persons Count Elig. to (8A)
A. For month of February 1952				
B. As claimed Regular - 2 ch.	\$100.00	\$100.00	\$45.00	2
C. Less adjusted claim after this repayment	50.00	50.00	45.00	2
D. Distribution of repayment	\$ 50.00	\$ 50.00	-0-	0

C. REPORTING OF REPAYMENTS ON CLAIMS

1. Reporting on Contra Rolls

Repayments for the current formula periods and the federal formula period 10/1/48 through 9/30/52 (excluding voluntary repayments) are listed from the individual Forms ABC 808 on Contra Rolls (Form AB, CA 801 and CA 801 BHI) in state number order, showing the same information required on the payroll for aid payments (see Item A, Sec. F-730), as well as the month(s) to which each repayment applies.

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F-750

For OAS and ANB enter the persons count in the remarks column after each repayment which covers the full amount originally paid for the month or months involved. Repayments covering periods when the recipient was in a public medical institution shall be applied to the total amount paid to both the recipient and the institution and shall be reported on the regular OAS or ANB claim.

OAS, ANB, and ANC voucher repayment contra rolls shall be grouped and totaled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948 through September 30, 1952.

The distribution on the contra rolls shall be taken from Line F of the individual Forms ABC 808, Columns 1, 2, 3, and 8 as applicable.

2. Reporting on Schedule of Repayments

- a. All repayments applicable to the following formula periods, excluding voluntary repayments, are listed from the individual Forms ABC 808, Line F, by formula period on Form ABC 803, Schedule of Repayments. From that form the totals are carried forward to the appropriate lines and columns of the claim certification, Form Ag, Bl, CA 800.

OAS, ANB, ANC voucher	10/1/46 through 9/30/48
OAS, ANB, ANC voucher	Prior to 10/1/46
APSB.	Prior to 10/1/47
ANC-BHI	Prior to 10/1/39

- b. Voluntary repayments for all formula periods are carried forward to Form ABC 803, Schedule of Repayments, from Line F of the individual Forms ABC 808. From Form ABC 803, the totals are transferred to the claim certification, Form Ag, Bl, CA 800, Line 7, Columns C, G, H, and J as special items to be deducted from the totals in those columns. No provision is made on Form Ag, Bl, CA 800 for voluntary repayments since there are very few repayments which fall within this category.

- c. Installment repayments begun prior to October 1946. Installment repayments are still being made which were begun prior to October 1946. At that time such payments were computed on a percentage basis in the same manner as prescribed in this section for voluntary repayments. Any installment repayments received for such cases shall continue to be computed on a percentage basis until the overpayment has been repaid in full. Such items will be transferred from individual Forms ABC 808 to a Form ABC 803, Schedule of Repayments, and treated as a special item on the claim certification in the same manner as prescribed above for voluntary repayments.

(W&IC 116, 1504, 1506, 1560, 2007, 2024, 2140, 2222, 2223, 2223.5, 2224, 3007, 3075, 3088, 3406, 3460, 3474; FSSA; AGO 48/44)

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F-760 REPORTING OF ADJUSTMENTS

F-760

Subsection A only

A. ADJUSTMENTS FOR THE CURRENT AND PRIOR MONTHS

Form AB, CA 816, Schedule of Adjustments, shall be used to make necessary claim adjustments to correct individual cases included on the current month's payrolls and contra rolls, rather than to change individual items and page totals. The same form shall be used to effect necessary corrections of errors and omission in claims for prior months, or corrections of unauthorized payments as defined in Sec. F-380.

In setting up the individual corrections on Form AB, CA 816, the entire item, as it appears on the payroll, is first entered as a minus item in red or in parenthesis. Exception: For OAS and ANB VPMI only the amount paid to the institution, the excess and the persons count shall be entered. The item as it should be claimed is then entered as a plus item showing all the detail that should have been shown on the payroll. To adjust contra roll items, the same procedure is followed except that the credits and debits are reversed.

Separate schedules shall be prepared for OAS, ANB, and ANC voucher adjustments covering months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948, through September 30, 1952.

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Fiscal	AID CLAIMS	F-770
F-770	PREPARATION OF CLAIM SUMMARY DOCUMENTS	F-770

A. CLAIM SUMMARY SHEETS, FORMS AB 802, 802-A, 802-V, CA 802 AND 802A

The Claim Summary Sheets covering the current formula periods, and the federal formula period October 1, 1948, through September 30, 1952, accumulate in the appropriate lines and columns the persons counts and warrant, bases, and excess amounts from the totals of each payroll, contra roll, and schedule of adjustments applicable to each formula period. From the net totals federal, state, and county shares are computed according to participation status for entry on the Claim Certification, Form Ag, Bl, CA 800, and AB 800-V.

B. CLAIM CERTIFICATION, FORMS AG, BL, CA 800, AND AB 800-V

The Claim Certification is the document which reflects the net totals of aid paid and repaid according to formula period and the amounts that are being claimed from federal and state funds. It is the certification of the county officials that the supporting detail in the claim is correct and includes only proper payments of categorical aid. This certification shall be accomplished by affixing the personal signatures of the county welfare director and the county auditor or auditor-controller in all cases, except that during the absence of such persons this authority may be delegated by the welfare director to an acting welfare director and by the county auditor to a deputy auditor. Such substitute signatures will be accepted provided the SDSW is notified of the persons so authorized to sign. Signatures of employees not acting in the capacity of county welfare director or deputy auditor can not be accepted as certifying to the expenditure.

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Fiscal

AID CLAIMS

F-790

F-790 PACKAGING AND TRANSMITTAL OF AID CLAIMS

F-790

All OAS, ANB, APSB, ANC, and ANC-BHI claims filed with the state for aid payments shall be forwarded by the counties so as to be received by central office of the SDSW not later than the 8th working day of the month immediately following the month of claim. OAS and ANB VPMI claims shall be forwarded so as to be received by the central office of the SDSW not later than the last day of the month following the month of the claim. The ability of the state to prepare quarterly statements of expenditure for the federal government within the required deadline, which is necessary to assure timely monthly advances of federal monies to the counties, depends upon prompt transmittal of county claims.

All claims shall be addressed to SDSW, 616 K Street, Sacramento 14, Attention: Fiscal Services. Statistical reports and material for other bureaus or divisions of the central office shall not be packaged with claims. Insofar as is possible, each claim shall be transmitted completely at one time in one package. Parts of claims may be submitted separately if:

1. Because of bulk, payrolls for aid claims are sent by express rather than by mail. If payrolls are sent by express, the Certification, Forms Ag, Bl, CA, 800, and AB 800-V, Claim Summary Sheets, Forms AB, CA 802, and AB, CA 802 A, and AB 802-V, and Reconciliation Statement, Form ABC 820, or 820A, shall be transmitted by first class mail. A statement shall be included with the mailed documents identifying the material shipped by express and the shipping date.
2. It is not possible to obtain signatures promptly on the certification forms. In this event, an unsigned completed certification (one copy) shall accompany the claim with a note or letter explaining that the signed copies (in triplicate) are to be mailed later (specify date).
3. It is not possible to reconcile the claim in time to enable transmittal by the deadline date. The reconciliation statement may be forwarded later rather than holding up the entire claim. In that event, a note or letter shall be mailed with the claim documents to indicate that the reconciliation statement will be forwarded separately (specify date).

(Section Continued on Next Page)

**CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

F-790

AID CLAIMS

Fiscal

F-790 (Continued)

F-790

One complete set of each separate claim (OAS, ANB, OAS-VPMI, ANB-VPMI, APSB, ANC, ANC-BHI) prior to transmittal to the SDSW shall be segregated and, depending upon bulk, shall be fastened together in the following order:

1. Certification, Forms Ag, Bl, CA 800, and AB 800-V
2. Claim Summary Sheets, Forms AB, CA 802, AB, CA 802 A, and AB 802-V
3. Reconciliation Statement, Form ABC 820 or 820 A
4. Report of Repayment, Form ABC 808
5. Main Payroll
6. Supplemental payrolls for the current month
7. Supplemental payrolls for prior months
8. Contra rolls for current cancelations
9. Contra rolls for prior cancelations
10. Contra rolls for repayment of aid
11. Schedule of Repayments, Form ABC 803
12. Schedule of Adjustments, Forms AB, CA 816

The second and third sets of the summary documents, Forms Ag, Bl, CA 800; AB 800-V, AB, CA 802, AB, CA 802A, AB 802-V, ABC 820 or ABC 820-A, shall each be fastened together and transmitted with the complete claim.

(W&IC 116, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-900 CLAIMS FOR COUNTY INSTITUTIONAL SUBVENTION
(Repealed)

F-900

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-110 SUBMISSION OF MONTHLY STATISTICAL REPORTS ON PUBLIC ASSISTANCE

S-110

All counties shall submit copies of the following reports each month to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, by the specified due date.

Due not later than the 12th of the month following the month covered by the report:

One copy each of the Monthly Statistical Reports on OAS (Direct), ANB (Direct), APSB, ANC and GR (Forms AG 237-D, BL 237-D, APSB 237, CA 237-FG, CA 237-BHI and GR 237).

If there is a substantial time lapse between the time when the application and case movement data (Sections A, B, and C) and the expenditure data (Section D) are available, the application and case movement data should be sent in as soon as available, and Part D as soon as possible thereafter. However, the complete report (Sections A through D) is due in Sacramento not later than the 12th of the month.

Due not later than the 12th of the second month following the month covered by the report:

One copy each of the Monthly Statistical Reports on OAS (Vendor), and ANB (Vendor) (Forms AG 237-V, BL 237-V); and two copies of the Monthly Statistical Report on Reasons for Discontinuance, OAS (Vendor), Form AG 253-V.

Due not later than the 18th of the month following the month covered by the report:

Two copies each of the Monthly Statistical Reports on Public Assistance Reinvestigations, Form DPA-10, and Monthly Statistical Reports on Reasons for Discontinuance, OAS (Direct) and ANC, Forms AG 253-D and CA 253-FG.

Counties should retain file copies of all monthly statistical reports.

(W&IC 115, 116)

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These Regulations are designated to become effective..... FEB 1 '56

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-120

PUBLIC ASSISTANCE

Statistical

S-120 INTRODUCTION - MONTHLY STATISTICAL REPORTS ON FORMS
AG 237-D, AG 237-V, BL 237-D, BL 237-V AND APSB 237

S-120

Content of Reports

Forms AG 237-D, BL 237-D and APSB 237 - Data on these reports are limited to individuals who are receiving, or who make applications or requests (including restoration) to received aid from OAS, ANB or APSB funds that will be paid entirely to the individual.

Forms AG 237-V and BL 237-V - Data on these reports are limited to individuals who are receiving, or who make applications or requests (including restoration) to receive aid from OAS or ANB funds that will be paid partly by vendor payment in behalf of the individual to a public medical institution for medical care and partly to the individual. Include individuals on whose behalf all of the grant is paid to the public medical institution because the individual's income meets his needs for personal and incidental expenses.

Each report is divided into four parts as follows:

- A. REQUESTS FOR AID - Include all requests for aid except requests for restoration of aid and requests for intercounty transfers.
- B. APPLICATIONS AND REQUESTS FOR RESTORATION - Separate columns are provided for applications (Column 1) and requests for restoration (Column 2). Exclude applications for transfer from another county, automatic restorations and restorations after discontinuance of one or two months for overpayment adjustment.
- C. CASES
- D. NET EXPENDITURES

When to Report Actions:

Statistical counts listed below, except automatic restorations, are to be reported according to the month in which the board of supervisors takes the official action, not the month in which the action affects the payroll, unless these months are the same:

- 1. New applications and reapplications granted or denied
- 2. Requests for restoration granted (except automatic restorations) or denied
- 3. Restorations granted after case is discontinued for one or two months to adjust for an overpayment
- 4. Discontinuances.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical

PUBLIC ASSISTANCE

S-120

S-120 (Continued)

S-120

Report automatic restorations when payment of aid is resumed (for definition see Manual of Policies and Procedures - OAS, and AB).

Discontinuances are to be reported when the board of supervisors takes action whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

Note: Intercounty transfers, intraprogram transfers, automatic restorations and restorations after discontinuance of one or two months to adjust for overpayment are to be reported only in Part C.

Board of Supervisors

The term "board of supervisors" shall be construed to include the duly authorized agent of the board of supervisors.

Definition of "Current Month" and "Last Month"

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the "current" month will be referred to as "last month."

(W&IC 115, 116)

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-126 PART C - CASES, FORMS AG 237-D, AG 237-V, EL 237-D, EL 237-V, APSB 237 S-126

(Subsections 13a through 13a(2) only)

- Item 13a. (Forms AG, EL 237-D, APSB 237) Received OAS-D (ANB-D, APSB) -
Enter the number of persons who during the current month, received OAS/ANB or APSB warrants for the current month or whose warrants for the current month were held. Exclude those who received a warrant for personal and incidental expenses ("V" cases), and, on whose behalf, the remainder of the grant will be paid to a public medical institution; report these persons as recipients on Forms AG, EL 237-V only.
- Item 13a. (Forms AG, EL 237-V) Received OAS-V (ANB-V) - Enter the number of individuals who received assistance from OAS/ANB funds by payment of all or part of the grant to a public medical institution in their behalf after the end of the "current" month. The entry in this item must equal the sum of Items 13a(1) and 13a(2).
- Item 13a(1) (Forms AG 237-V, EL 237-V) Cash and Vendor Payment - Enter the number of persons who received part of the grant for personal and incidental expenses and on whose behalf part of the grant was also paid after the end of the month to a public medical institution.
- Item 13a(2) (Forms AG 237-V, EL 237-V) Vendor Payment Only - Enter the number of cases on whose behalf all of the grant was paid to a public medical institution, i.e., the individual received no payment from OAS, ANB funds for personal and incidental expenses because his income is equal to or more than the allowance for this item.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
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Statistical

PUBLIC ASSISTANCE

S-128

S-128

PART D - NET EXPENDITURES, FORMS AG 237-D, AG 237-V,
BL 237-D, BL 237-V, APSB 237

S-128

In Part D report net expenditures for public assistance during the month; i.e., warrants issued this month, for current and prior months, minus all cancellations, repayments and plus or minus adjustment. Exclude any assistance from county General Relief funds to OAS, ANB or APSB recipients; such assistance is reported in Part D of Form GR 237.

Forms AG, BL 237-D, APSB 237 - report only the net expenditures for recipients whose entire grant is paid directly; i.e., no part is paid in their behalf to a public medical institution.

Forms AG, BL 237-V - report the net expenditures for individuals in public medical institutions in whose behalf all or part of the grant is paid to the institution. Include amounts paid to the recipient for personal and incidental expenses as well as amounts paid to the public medical institution by vendor payment or fund transfer.

Item 16. Total - Enter this month's total net expenditures.

Item 16a. (Forms AG 237-D, AG 237-V, BL 237-D, and BL 237-V) Federal Share - Enter the amounts of OAS or ANB reported in Item 16 which will be paid from federal funds. (There is no federal participation in APSB.)

Item 16a. (Form APSB 237) State Share - Enter the amount of APSB reported in Item 16 to be paid from state funds.

Item 16b. (Forms AG 237-D, AG 237-V, BL 237-D, and BL 237-V) State Share - Enter the amount of OAS or ANB reported in Item 16 to be paid from state funds.

Item 16b. (Form APSB 237) County Share - Enter the amount of APSB reported in Item 16 to be paid from county funds.

Item 16c. (Form AG 237-D, AG 237-V, BL 237-D, and BL 237-V) County Share - Enter the amount of OAS or ANB reported in Item 16 to be paid from county funds.

(W&IC 115, 116)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-136 PART C - CASES, FORMS CA 237-FG AND CA 237-BHI

S-136

(Subsection 13a only)

Item 13a. Received ANC - Enter the number of family budget units in Col. 1 of Form CA 237-FG and the number of children on each report who, during the current month, received ANC for the current month or whose warrants for the current month were held. Exclude families and children who did not receive aid because their warrants for the current month were canceled or were not written. Enter in the blank space provided on Form CA 237-BHI the number of children who received ANC who were living in institutions for all or part of the month.

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FEB. 1 '56

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

S-138 PART D- NET EXPENDITURES, FORMS CA 237-FG AND CA 237-BHI

S-138

In Part D report net expenditures for ANC during the month, i.e., warrants issued this month, for current and prior months, minus all cancellations, repayments and plus or minus adjustments. On Form CA 237-FG report net expenditures from ANC for children in family groups and on Form CA 237-BHI report net expenditures from ANC for children in boarding homes or institutions.

If the needs of the family budget unit or the child in the boarding home or institution are not met by the maximum participation base and it is necessary to supplement from county funds (i.e., county supplemental aid), include all such amounts whether paid in cash or in kind. If county supplemental aid is paid from "General Relief" funds, do not also report such aid on Form GR 237. Amounts for medical or dental care, etc., are included if they are part of the ANC budget or payment to the boarding home or institution; otherwise they are excluded (See "1" below). Include amounts paid to mismanagement cases whether paid in cash or in kind.

Exclude the following payments:

1. Any medical care, dental care, or hospitalization for ANC cases that is not included in the ANC budget; report such expenditures in Part E of Form GR 237, if the expenditure is paid from General Relief funds.

(Section Continued on Next Page)

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(Pursuant to Government Code Section 11380.1)

S-138	PUBLIC ASSISTANCE	Statistical
S-138 (Continued)		S-138
	2. Payment made from General Relief funds to meet the needs of families or children pending approval of ANC. Report such cases, and payments in Parts B and C of Form GR 237.	
	3. Payments made from General Relief funds to meet the needs of persons in the household who are not included in the ANC family budget unit. Report such cases, and payments, in Parts B and C of Form GR 237.	
Item 16.	<u>Total</u> - Enter the sum of Item 16a and 16b.	
Item 16a.	<u>Amount in Which Federal, State, and County Participate (Form CA 237-FG); Amount in Which State and County Participate (Form CA 237-BHI)</u> - Enter that portion of the ANC payments on which the amount of reimbursement from state funds is computed. The sum of the federal, state, and county shares must equal the entry in this item on Form CA 237-FG. The sum of the state and county shares must equal the entry in this item on Form CA 237-BHI.	
Item 16a(1).	<u>(Form CA 237-FG) Federal Share</u> - Enter the amount of ANC which will be paid from federal funds, i.e., the federal share of the amount reported in Item 16a. (There is no federal participation for children in boarding homes or institutions.)	
Item 16a(1).	<u>(Form CA 237-BHI) State Share</u> - Enter the amount of ANC reported in Item 16 to be paid from state funds.	
Item 16a(2).	<u>(Form CA 237-FG) State Share</u> - Enter the amount of ANC reported in Item 16 to be paid from state funds. Include the state share of assistance to mismanagement cases whether paid in cash or in kind.	
Item 16a(2).	<u>(Form CA 237-BHI) County Share</u> - Enter the amount of ANC reported in Item 16 to be paid from county funds. Do not include county supplemental aid in this item; report in Items 16b(1) and 16b(2).	
Item 16a(3).	<u>(Form CA 237-FG) County Share</u> - Enter the amount of ANC reported in Item 16 to be paid from county funds. Include the county share of assistance to mismanagement cases whether paid in cash or in kind. Do not include county supplemental aid in this item; report in Items 16b(1) and 16b(2).	
Item 16b.	<u>Total Supplemental County Aid in Excess of Participating Base</u> - Enter the sum of Items 16b(1) and 16b(2).	
Item 16b(1).	<u>Cash</u> - Enter the amount of assistance in cash in excess of the amount on which state participation is based.	
Item 16b(2).	<u>Kind</u> - Enter the amount of assistance in kind in excess of the amount on which state participation is based.	
Note:	Amounts reported as County Supplemental Aid on Form CA 237 shall not be included on Form GR 237, Monthly Statistical Report on General Relief. (W&IC 115, 116)	

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
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Statistical	PUBLIC ASSISTANCE	S-190
S-190 STATISTICAL FORMS	FORM AG 237-D	S-190
State of California	Department of Social Welfare	
OLD AGE SECURITY (DIRECT)	COUNTY	
MONTHLY STATISTICAL REPORT	REPORT FOR	19

PART A: REQUESTS FOR AID	(Exclude requests for transfer from another county and requests for restoration)	New and Reapplication Requests	
	1. Pending from last month (Item 5 last month or explain)..... 2. Received during month..... 3. Total (1 + 2)..... 4. Disposed of during month (a + b)..... a. Applications signed..... b. Requests withdrawn or canceled (application not signed).... 5. Pending at end of month (3 minus 4).....		
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)	Applications (1)	Requests for Restoration (2)
	6. Pending from last month (Item 10 last month or explain)..... 7. Received during month (Column 1 same as 4a)..... 8. Total (6 + 7)..... 9. Disposed of during the month (a + b + c)..... a. Granted..... b. Denied..... c. Withdrawn or canceled..... 10. Pending at end of month (8 minus 9; also sum of a through d).. a. Signed in current month..... b. Signed last month - 1st to 15th inclusive..... c. Signed last month - 16th to end of month..... d. Signed prior to last month.....		
PART C: CASES	11. Brought forward from last month (Item 15 last month or explain)..... 12. Granted during month (sum of a through g)..... a. New applications... b. Reapplications..... c. Restorations - written request (same as 9a, Col. 2)..... d. Restorations - written request not required..... e. Transfers from OAS (Vendor) - Released..... f. Transfers from OAS (Vendor) - Death..... g. Transfers from another county..... 13. Total cases (sum of 11 and 12; also a + b below)..... a. Received OAS (Direct)..... b. Did not receive OAS (Direct)..... 14. Discontinued during the month (sum of a and b)..... a. Transfers to OAS (Vendor)..... b. All other discontinuances..... 15. Continued to next month (13 minus 14).....	THE SUM OF THESE TWO MUST EQUAL ITEM 9a IN COLUMN 1	
	16. Total (a + b + c)..... a. Federal share..... b. State share..... c. County share.....		
PART D: NET EXPENDITURES			

Signature of Reporting Officer	Date
Form AG 237-D, Revised January 1956	

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATI
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-190	PUBLIC ASSISTANCE	Statistical
S-190 (Continued)	FORM AG 237-V	S-190
State of California		Department of Social Welfare
OLD AGE SECURITY (VENDOR)		COUNTY _____
MONTHLY STATISTICAL REPORT		REPORT FOR _____ 19__

PART A: REQUESTS FOR AID	(Exclude requests for transfer from another county and requests for restoration)		New and Reapplication Requests	
	1.	Pending from last month (Item 5 last month or explain).....		
	2.	Received during month.....		
	3.	Total (1 + 2).....		
	4.	Disposed of during month (a + b).....		
	a.	Application signed.....		
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)		Applications (1)	Requests for Restoration (2)
	6.	Pending from last month (Item 10 last month or explain).....		
	7.	Received during month (Column 1 same as 4a).....		
	8.	Total (6 + 7).....		
	9.	Disposed of during the month (a + b + c).....		
	a.	Granted.....		
	b.	Denied.....		
	c.	Withdrawn or canceled.....		
	10.	Pending at end of month (8 minus 9; also sum of a through d)....		
	a.	Signed in current month.....		
	b.	Signed last month - 1st to 15th inclusive.....		
	c.	Signed last month - 16th to end of month.....		
	d.	Signed prior to last month.....		
	PART C: CASES	11.	Brought forward from last month (Item 15 last month or explain).....	
12.		Granted during month (sum of a through f).....		
a.		New applications....	THE SUM OF THESE TWO MUST EQUAL ITEM 9a IN COLUMN 1	
b.		Reapplications.....		
c.		Restorations - written request (same as 9a, Col. 2).....		
d.		Restorations - written request not required.....		
e.		Transfers from OAS (Direct).....		
f.		Transfers from another county.....		
13.		Total cases (sum of 11 and 12; also a + b below).....		
a.		Received OAS (Vendor) (sum of (1) plus (2)).....		
(1)		Cash and vendor payment.....()		
(2)		Vendor payment only.....()		
b.		Did not receive OAS (Vendor).....		
14.		Discontinued during the month (sum of a through c).....		
a.		Transfers to OAS (Direct)-Released.....		
b.	Transfers to OAS (Direct)-Death.....			
c.	All other discontinuances.....			
15.	Continued to next month (13 minus 14).....			
PART D: NET EXPENDITURES	16.	Total (a + b + c).....	\$ _____	
	a.	Federal share.....		
	b.	State share.....		
	c.	County share.....		

Signature of Reporting Officer

Date

Form AG 237-V, Revised January 1956

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical PUBLIC ASSISTANCE S-190
S-190 (Continued) FORM BL 237-D S-190

State of California Department of Social Welfare
AID TO NEEDY BLIND (DIRECT)
MONTHLY STATISTICAL REPORT
COUNTY
REPORT FOR 19

PART A: REQUESTS FOR AID	(Exclude requests for transfer from another county and requests for restoration)	New and Reapplication Requests	
	1. Pending from last month (Item 5 last month or explain)..... 2. Received during month..... 3. Total (1 + 2)..... 4. Disposed of during month (a + b)..... 5. a. Applications signed..... b. Requests withdrawn or canceled (Application not signed).... 5. Pending at end of month (3 minus 4).....		
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)	Applications (1)	Requests for Restoration (2)
	6. Pending from last month (Item 10 last month or explain)..... 7. Received during month (Column 1 same as 4a)..... 8. Total (6 + 7)..... 9. Disposed of during the month (a + b + c)..... a. Granted..... b. Denied..... c. Withdrawn or canceled..... 10. Pending at end of month (8 minus 9; also sum of a through d).. a. Signed in current month..... b. Signed last month - 1st to 15th inclusive..... c. Signed last month - 16th to end of month..... d. Signed prior to last month.....		
PART C: CASES	11. Brought forward from last month (Item 15 last month or explain) 12. Granted during month (sum of a through h)..... a. New applications... THE SUM OF THESE TWO MUST EQUAL ITEM 9a IN COLUMN 1 b. Reapplications..... c. Restorations - written requests (same as 9a, Col. 2)..... d. Restorations - written request not required..... e. Transfers from ANB (Vendor) - Released..... f. Transfers from ANB (Vendor) - Death..... g. Transfers from another county..... h. Transfers from APSB..... 13. Total cases (sum of 11 and 12; also a + b below)..... a. Received ANB (Direct)..... b. Did not receive ANB (Direct)..... 14. Discontinued during the month (sum of a through e)..... a. Transfers to ANB (Vendor)..... b. Transfers to another county..... c. Transfers to APSB..... d. Discontinued because of death..... e. All other discontinuances..... 15. Continued to next month (13 minus 14).....		
	PART D: NET EXPENDITURES	16. Total (a + b + c)..... a. Federal share..... b. State share..... c. County share.....	\$

DO NOT WRITE IN THIS SPACE

Signature of Reporting Officer Date
Form BL 237-D, Revised January 1956

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-190 S-190 (Continued)		PUBLIC ASSISTANCE FORM BL 237-V		Statistical S-190			
State of California		AID TO NEEDY BLIND (VENDOR) MONTHLY STATISTICAL REPORT		Department of Social Welfare			
		COUNTY _____		REPORT FOR _____ 19____			
PART A: REQUESTS	(Exclude requests for transfer from another county and requests for restoration)			New and Reapplication Requests			
	1. Pending from last month (Item 5 last month or explain).....			_____			
	2. Received during month.....			_____			
	3. Total (1 + 2).....			_____			
	4. Disposed of during month (a + b).....			_____			
	a. Application signed.....			_____			
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)			Applications (1)		Requests for Restoration (2)	
	6. Pending from last month (Item 10 last month or explain).....			_____		_____	
	7. Received during month (Column 1 same as 4a).....			_____		_____	
	8. Total (6 + 7).....			_____		_____	
	9. Disposed of during the month (a + b + c).....			_____		_____	
	a. Granted.....			_____		_____	
	b. Denied.....			_____		_____	
	c. Withdrawn or canceled.....			_____		_____	
	10. Pending at end of month (8 minus 9; also sum of a through d)...			_____		_____	
	a. Signed in current month.....			_____		_____	
	b. Signed last month - 1st to 15th inclusive.....			_____		_____	
	c. Signed last month - 16th to end of month.....			_____		_____	
	d. Signed prior to last month.....			_____		_____	
	PART C: CASES	11. Brought forward from last month (Item 15 last month or explain)			_____		
12. Granted during month (sum of a through g).....			_____				
a. New applications.....			_____				
b. Reapplications.....			_____				
c. Restorations - written requests (same as 9a, Col. 2).....			_____				
d. Restorations - written request not required.....			_____				
e. Transfers from ANB (Direct).....			_____				
f. Transfers from another county.....			_____				
g. Transfers from APSB.....			_____				
13. Total cases (sum of 11 and 12; also a + b below).....			_____				
a. Received ANB (Vendor) (Sum of (1) plus (2)).....			_____				
(1) Cash and vendor payment.....			_____				
(2) Vendor payment only.....			_____				
b. Did not receive ANB (Vendor).....			_____				
14. Discontinued during the month (sum of a through f).....			_____				
PART D: NET EXPENDITURES	16. Total (a + b + c).....			\$ _____			
	a. Federal share.....			_____			
	b. State share.....			_____			
	c. County share.....			_____			
Signature of Reporting Officer _____				Date _____			

Form BL 237-V, Revised January 1956

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical PUBLIC ASSISTANCE S-190
FORM APSB 237

State of California Department of Social Welfare
AID TO PARTIALLY SELF-SUPPORTING BLIND
MONTHLY STATISTICAL REPORT
COUNTY _____
REPORT FOR _____ 19 _____

PART A: REQUESTS FOR AND	(Exclude requests for transfer from another county and requests for restoration)		New and Reapplication Requests	
	1. Pending from last month (Item 5 last month or explain).....			
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	2. Received during month.....			
	3. Total (1 + 2).....			
	4. Disposed of during month (a + b).....			
	a. Applications signed.....			
	b. Requests withdrawn or canceled (application not signed).....			
	5. Pending at end of month (3 minus 4).....			
	(Exclude applications for transfer from another county)			
	6. Pending from last month (Item 10 last month or explain).....		Applications (1)	Requests for Restoration (2)
	7. Received during month (Column 1 same as 4a).....			
	8. Total (6 + 7).....			
PART C: CASES	9. Disposed of during the month (a + b + c).....			
	a. Granted.....			
	b. Denied.....			
	c. Withdrawn or canceled.....			
	10. Pending at end of month (8 minus 9; also sum of a through d).....			
	a. Signed in current month.....			
	b. Signed last month - 1st to 15th inclusive.....			
	c. Signed last month - 16th to end of month.....			
	d. Signed prior to last month.....			
	11. Brought forward from last month (Item 15 last month or explain).....			
	12. Granted during month (sum of a through f).....			
	a. New applications.....			
	b. Reapplications.....			
	c. Restorations - written request (same as 9a, Col. 2).....			
	d. Restorations - written request not required.....			
e. Transfers from another county.....				
f. Transfers from ANB.....				
PART D: NET EXPENDITURES	13. Total cases (sum of 11 and 12; also a + b below).....			
	a. Received APSB.....			
	b. Did not receive APSB.....			
	14. Discontinued during the month (sum of a through d).....			
	a. Transfers to another county.....			
	b. Transfers to ANB.....			
	c. Discontinued because of death.....			
	d. All other discontinuances.....			
	15. Continued to next month (13 minus 14).....			
	16. Total (a + b).....		\$ _____	
a. State share.....				
b. County share.....				

DO NOT WRITE IN THIS SPACE

Form APSB 237-Revised January 1956
Signature of Reporting Officer _____ Date _____
(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-190 PUBLIC ASSISTANCE Statistical
FORM CA 237-FG

State of California		Department of Social Welfare	
AID TO NEEDY CHILDREN-FAMILY GROUPS MONTHLY STATISTICAL REPORT		COUNTY _____	REPORT FOR _____ 19__
PART A: REQUESTS FOR AID	(Exclude intercounty transfers and requests for restoration)	FAMILIES	
	1. Pending from last month (Item 5 last month or explain).....		
	2. Received during month.....		
	3. Total (1 + 2).....		
	4. Disposed of during month (a + b).....		
	a. Applications signed.....		
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude intercounty transfer applications)	FAMILIES	
		Applications (1)	Requests for Restoration (2)
	6. Brought forward from last month (a + b + c).....		
	a. Item 10 last month or explain.....		
	b. Transfers from ANC-BHI, Part B.....		
	c. Transfers to ANC-BHI, Part B.....		
	7. Received during month (Col. 1 same as 4a).....		
	8. Total (6 + 7).....		
	9. Disposed of during month (a + b + c).....		
	a. Granted.....		
	b. Denied.....		
	c. Withdrawn.....		
	10. Pending at end of month (8-9; also a through d).....		
	a. Signed in current month.....		
b. Signed last month - 1st to 15th inclusive.....			
c. Signed last month - 16th to end of month.....			
d. Signed prior to last month.....			
PART C: CASES	(In Col. 1 all items required; Col. 2 required items are 12, 13a and 14)	FAMILIES (1)	CHILDREN (2)
	11. Brought forward from last month (Item 15 last month or explain).....		
	12. Granted during month (sum of a through f).....		
	a. New applications.. IN COL 1 THE SUM OF THESE.....		
	b. Reapplications.... MUST EQUAL 9a, COL. 1.....		
	c. Restorations - written request (9a, Col. 2).....		
	d. Restorations - overpayment adjustments.....		
	e. Transfers from ANC-BHI.....		
	f. Transfers from another county.....		
	13. Total cases (Sum of 11 and 12; also a + b).....		
	a. Received ANC.....		
	(1) Family budget units with adult(s).....		
	b. Did not receive ANC.....		
	14. Discontinued during month (a + b).....		
	a. Transfers to ANC-BHI.....		
b. All other reasons.....			
15. Continued to next month (13 + 14).....			
PART D: NET EXPENDITURES	16. Total obligations (Sum of Items 16a and 16b).....	\$ _____	
	a. Amount in which federal, state and/or county participate (1 + 2 + 3).....		
	(1) Federal share.....		
	(2) State share.....		
	(3) County share.....		
	b. Total supplemental county aid in excess of participating base (1 plus 2).....		
	(1) Cash.....		
	(2) Kind.....		

DO NOT WRITE IN THIS SPACE

Signature of Reporting Officer	Title	Date
Form CA 237-FG, Revised January 1956		

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-STAT REVISION 82 Effective February 1, 1956

Statistical		PUBLIC ASSISTANCE		S-190	
		FORM CA 237-BHI			
State of California		Department of Social Welfare			
AID TO NEEDY CHILDREN-BOARDING HOMES AND INSTITUTION MONTHLY STATISTICAL REPORT		COUNTY _____		REPORT FOR _____ 19____	
PART A: REQUESTS FOR AID	(Exclude intercounty transfers and requests for restoration)			CHILDREN	
	1. Pending from last month (Item 5 last month or explain).....			_____	
	2. Received during month.....			_____	
	3. Total (1 + 2).....			_____	
	4. Disposed of during month (a + b).....			_____	
	a. Applications signed.....			_____	
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude intercounty transfer applications)			CHILDREN	
				Applications (1)	Requests for Restoration (2)
	6. Brought forward from last month (a + b - c).....			_____	_____
	a. Item 10 last month or explain.....			_____	_____
	b. Transfers from ANC-FG, Part B.....			_____	_____
	c. Transfers to ANC-FG, Part B.....			_____	_____
	7. Received during month (Col. 1 same as 4a).....			_____	_____
	8. Total (6 + 7).....			_____	_____
	9. Disposed of during month (a + b + c).....			_____	_____
	a. Granted.....			_____	_____
	b. Denied.....			_____	_____
	c. Withdrawn.....			_____	_____
	10. Pending at end of month (8 - 9; also a through d).....			_____	_____
	a. Signed in current month.....			_____	_____
	b. Signed last month - 1st to 15th inclusive.....			_____	_____
	c. Signed last month - 16th to end of month.....			_____	_____
	d. Signed prior to last month.....			_____	_____
	PART C: CASES	11. Brought forward from last month (Item 15 last month or explain)...			CHILDREN
12. Granted during month (sum of a through f).....			_____		
a. New applications... THE SUM OF THESE			_____		
b. Reapplications... MUST EQUAL 9a, COL. 1			_____		
c. Restorations - written request (9a, Col. 2).....			_____		
d. Restorations - overpayment adjustments.....			_____		
e. Transfers from ANC-FG.....			_____		
f. Transfers from another county.....			_____		
13. Total cases (sum of 11 and 12; also a + b).....			_____		
a. Received ANC (number living in institutions _____)....			_____		
b. Did not receive ANC.....			_____		
PART D: NET EXPENDITURES		14. Discontinued during month (a + b).....			_____
	a. Transfers to ANC-FG.....			_____	
	b. All other reasons.....			_____	
	15. Continued to next month (13 - 14).....			_____	
	16. Total obligations (sum of Items 16a and 16b).....			\$ _____	
	a. Amount in which state and county participate (1 + 2).....			_____	
	(1) State share.....			_____	
	(2) County share.....			_____	
b. Total supplemental county aid in excess of participating base (1 plus 2).....			_____		
(1) Cash.....			_____		
(2) Kind.....			_____		
Signature of Reporting Officer		Title		Date	

Form CA 237 - BHI, Revised January 1956

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

The following Department Bulletins are repealed effective February 1, 1956:

- 269 Merit System Personnel Forms
- 269-A Use of New Form PS-19, Certification of Eligibles or Authority to Nominate Provisional Appointee, Revised April 1948
- 319 Use of Privately Owned Cars in the Performance of Duties
- 433 ANC Authorization Forms and Controls
- 448 Notices of Change, Forms Ag, Bl, CA 232
- 466 Revised Procedure of Continuous Testing Program for Junior and Intermediate Clerical Classes
- 499 Submission of Authorization Documents on OAS Restorations Following Employment
- 500 ANC Cost Schedules
- 506 Study of Aid to Needy Children Stepfather Cases
- 507 Aid to Needy Children Absent Father Study
- 521 Eligibility of Certain Noncitizens

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CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT S
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

W&IC 103.3, 3044

GEORGE K. WYMAN
Director

GOODWIN J. KNIGHT
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
December 28, 1955

DEPARTMENT BULLETIN NO. 516A (ANB)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Eligibility to ANB of Patients
in Public Medical Institutions

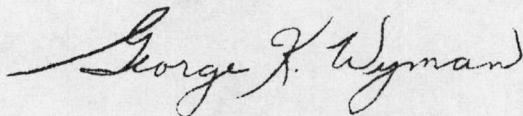
The first paragraph of subsection C (page 8) of Item IV, Department Bulletin No. 516 (DIVISION OF PAYMENT BETWEEN RECIPIENT AND MEDICAL INSTITUTION) is revised to read as follows:

C. Payment if Recipient is Readmitted to the Medical Institution

If a recipient, who was receiving aid on a vendor payment basis at time of discharge, is readmitted to the medical institution as a patient because of the same ailment and within 10 days from the date of discharge, vendor payment is resumed beginning with the first of the month following the date of readmittance to the medical institution.

This revision is necessary in order to clarify the language of the bulletin.

Very truly yours,



George K. Wyman
Director

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT S
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

W&IC 103.3, 2160

GEORGE K. WYMAN
Director

GOODWIN J. KNICK
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

December 27, 1955

DEPARTMENT BULLETIN NO. 517A (OAS)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Eligibility to OAS of Patients
in Public Medical Institutions

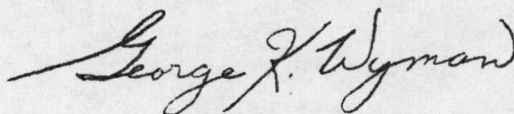
The first paragraph of subsection C (page 9) of Item IV, Department Bulletin No. 517 (DIVISION OF PAYMENT BETWEEN RECIPIENT AND MEDICAL INSTITUTION) is revised to read as follows:

C. Payment if Recipient is Readmitted to the Medical Institution

If a recipient, who was receiving aid on a vendor payment basis at time of discharge, is readmitted to the medical institution as a patient because of the same ailment and within 10 days from the date of discharge, vendor payment is resumed beginning with the first of the month following the date of readmittance to the medical institution.

This revision is necessary in order to clarify the language of the bulletin.

Very truly yours,



George K. Wyman
Director

DO NOT WRITE IN THIS SPACE

GEORGE K. WYMAN
DirectorGOODWIN J. KNIGHT
GovernorSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
December 30, 1955

DEPARTMENT BULLETIN NO. 524 (ANC)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORSSubject: Definition and Method of
Determining Incapacity

Effective February 1, 1956, the definition and method of determining incapacity in the Aid to Needy Children program is revised.

I. The new policy provides as follows:

A. Definition of Incapacity as an Eligibility Factor

A child is considered to be deprived of parental support or care if one or both parents are incapacitated. For this purpose, incapacity is defined as any physical or mental illness or disability which meets the following criteria:

1. If incapacity of the mother is involved, the incapacity must prevent her from giving her child normal care.
2. If incapacity of the father is involved, the incapacity must:
 - a. Prevent him from working full time at a job in which he has customarily engaged; and
 - b. Prevent him from working full time at another job for which he is equipped by education, training or experience or which he can learn by on-the-job training; or
 - c. Be the reason employers refuse to employ him for work he could do and is willing to do. (Epileptic, crippled, etc.)

Jobs which are considered rehabilitative, therapeutic, or sheltered work shop jobs are not full-time jobs.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT S
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

If an incapacitated father has been working full time and has left his job or was discharged for a reason not related to his incapacity (e.g., the factory closed, employment was terminated because of tardiness, etc.), it shall be the presumption that he is unemployed rather than incapacitated for purposes of ANC.

3. Other Requirements Related to Incapacity

The incapacitated father shall be encouraged and required to accept part-time employment if he is capable of doing so and if: (1) it is his customary line of work; or (2) work for which he is equipped by education, training, or experience; or (3) work which he can learn while on the job; or (4) rehabilitative, therapeutic, or sheltered work shop type of work. However, assistance shall continue while he has part-time employment if need exists.

Where employment is part time, aid shall be available when he is no longer employed or not earning sufficient to meet the family needs.

An incapacitated father is required to cooperate with the county to the best of his ability in making and carrying out plans for his rehabilitation.

B. Definition of Rehabilitation

In the ANC program, rehabilitation is defined as the application of those principles, practices, and services which contribute toward increased self-support, self-reliance, and self-management of the needy family. Self-support means economic independence; self-reliance refers to personal factors of importance in realizing this objective; and self management means utilizing with maximum effectiveness whatever resources, actual or potential, the individual and his family have. Anything, therefore, which helps to achieve these goals is rehabilitative in nature whether it be a suitable job for the mother, apprenticeship training for minors, a prosthetic appliance for the father, or adequate supervision for a child which would release a parent for employment.

More specifically, rehabilitation in the public assistance program is directed primarily, though not exclusively, toward helping disabled parents to secure and retain employment. In this sense, the process of planning and effecting rehabilitation consists of determining the need for and assisting the individual to secure any or all of the following basic types of services which will contribute toward his rehabilitation.

1. Medical, psychiatric, dental, or other therapeutic treatment.
2. Vocational counseling and training.
3. Employment counseling and selective placement.
4. Services needed to strengthen the family (casework services, home management, aid to self-help for the homebound, etc.).
5. Financial assistance during the rehabilitation process.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

The disabled parent should be urged to take all steps necessary to restore himself to as complete economic and social self-sufficiency as possible. Following complete recovery from an illness or following the correction of a defect or disability, assistance shall be continued as long as necessary not to exceed three monthly payments after the parent's recovery. If a rehabilitation plan for the incapacitated parent has begun and an assistance plan approved by the county, aid shall be continued until rehabilitation is complete unless the plan is no longer feasible or desirable or the family becomes ineligible for some reason other than incapacity. Changes in rehabilitation and assistance plans should be made with mutual understanding of the agencies involved.

C. Continued Eligibility and Rehabilitation Evaluation

Periodically all rehabilitation plans should be evaluated and redirected as determined necessary. Periodically all incapacity cases should be reconsidered to determine their continued eligibility and feasibility for rehabilitation planning.

After eligibility has been determined and aid granted, the county is responsible for evaluating the rehabilitation potentialities and needs of all disabled parents and their families. All necessary steps should be taken to develop these potentialities and provide needed services within the broad concept of rehabilitative planning outlined above.

D. Medical Information

Medical Form CA 243 (attached) is recommended for use in the incapacity program. If this form is not used by the county, the county shall use other forms or procedures which will provide adequate medical information for the determination of incapacity. If other forms and procedures are used, they shall be submitted to and approved by the State Department of Social Welfare prior to their use.

Where official regulations, as in the Veterans Administration, or other pertinent factors prohibit the release of certain medical information, a medical report from the agency or physician may be accepted in lieu of Medical Form CA 243 or the approved substitute form.

II. Cases Covered by the New Policy

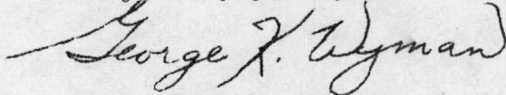
The new policy will apply to all applications, restorations and reinvestigations received or processed after February 1, 1956. Medical Form CA 243, or an approved substitute, should be completed in reinvestigations when medical examinations are indicated.

III. Revised Manual Sections

This bulletin supersedes any manual sections contrary thereto. Manual Sections C-250 and C-255 are repealed.

A supply of Form CA 243 will be furnished to counties upon request.

Very truly yours,



George K. Wyman
Director

Attachment